National Aeronautics and Space Administration

NASA SHARED SERVICES CENTER

Fund Balance with Treasury Service Delivery Guide

NSSC-FM-SDG-0007
Revision: Basic
February 21, 2008

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2/11/08
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Document History Log

Status (Basic/Revision/Cancelled)	Revision Date	Description of Change
Basic	02/21/08	Basic Release

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Fund Balance with Treasury

Introduction

> **_Fund Balance with U.S. Treasury (FBWT) (US Standard General Ledger Account 1010). FBWT is the aggregate amount of funds on deposit with Treasury. FBWT is increased by (1) receiving appropriations, reappropriations, continuing resolutions, appropriation restorations, and allocations; and (2) receiving transfers and reimbursements from other agencies. FBWT is reduced by (1) disbursements made to pay liabilities or to purchase assets, goods, and services; (2) investments in U.S. securities (securities issued by Treasury); (3) cancellation of expired appropriations; (4) transfers and reimbursements to other entities or to the Treasury; and (5) sequestration or rescission of appropriations._**

> **_Reconciling FBWT accounts is a key internal control process. It assures the reliability of the Government's receipt and disbursement data reported by National Aeronautics and Space Administration (NASA). Therefore, NASA must perform timely reconciliation and implement an effective and efficient reconciliation process. NASA documents these reconciliations and makes them available to management, auditors and Treasury, if requested. NASA shall ensure that all adjustments are researched and traceable to supporting documents._**

Authority

31 USC Sec. 3513, Financial Reporting and Accounting System

Statement of Federal Financial Accounting Standard No. 1, Accounting for Selected Assets and Liabilities

Treasury Financial Manual, Volume 1, Part 2-Chapter 5100, Reconciling Fund Balance with Treasury Accounts

Treasury Financial Manual, Part 2-Chapter 3300, Statement of Transactions (FMS 224) Reporting By Agencies for Which the Treasury Disburses

Treasury Financial Manual, Part 2-Chapter 4300, Reporting Instructions for Accounts Invested in Department of the Treasury Securities

NASA Financial Management Regulations, Volume 6 – Accounting, Chapter 2 – Accounting for Cash and Fund Balance with Treasury (FBWT)

NASA Financial Management Regulations, Volume 6-Accounting, Chapter 11-Journal Voucher Preparations and Approval

NASA Financial Management Regulations, Volume 8-External Reporting, Chapter 14-Statement of Transactions (FMS Form 224)

NASA Financial Management Regulations, Volume 19 – Periodic Monitoring Controls Activity, Chapter 2 – Cash and Fund Balance with Treasury (FBWT), 0607 Reconciling FBWT

NASA Procedural Requirements, NPR 1441.1D, Chapter 9 – Financial Management and Inspector General Records

NASA IEMP Enterprise Performance Support System, Standard General Ledger Sub-process Manage Monthly Closing, SF-224 Statement of Transaction

Process – Daily Cash Reconciliation

Roles & Responsibilities

The purpose of this chart is to show the division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFOs of overall responsibility for the Center financial data and performance.

Roles and Responsibilities	Action	Tips
Step 1 **NSSC IT Service Provider** **Data Downloads** **Daily**	A. Log on to SAP B. Type in Transaction Code SE17 C. Enter BKPF (Accounting Trans Header). D. Enter Document Type "<> BL". E. Ensure the following Output boxes have 'X' in them and execute the report: Document Number Fiscal Year Document Type Document Date Posting Date Period Entered On Entered At Changed On Last Update User Name Transaction Code Reference Reversed With Year Doc. Header Text Doc. Status Ref. Transaction Reference Key Reversal Ind. Inv. Recpt Date F. Transaction Code SE17 G. Enter BSIS (GL Trans $ 1010 Accounts).	(steps A-BB tie to process flow box 1)

Roles and Responsibilities	Action	Tips
	H. Enter the G/L = "1010*, 2110*, 2120*"	
	I. Enter Fiscal Year desired	
	J. Enter Document Type "<> BL".	
	K. Enter Period desired	
	L. Ensure the following Output boxes have 'X' in them and execute the report: G/L Document Number Clearing Clrng Doc. Assignment Fiscal Year Line Item Document Type Document Date Posting Date Period Posting Key Debit/Credit Business Area Amount in LC Text Plant Trading Partner WBS Element Commitment Item Funds Center Fund Reference Doc. Status	
	M. To save data, menu path system, list, save, local file, save as "unconverted" as text file on N:\ drive.	
	N. Transaction Code SE17	
	O. Enter FMUSFGA (Ledger 95 Account 1010).	

Roles and Responsibilities	Action	Tips
	P. Enter Fiscal Year desired.	
	Q. Enter Posting Period Desired.	
	R. Enter Account Number = "1010*".	
	S. Ensure the following Output boxes have 'X' in them and execute the report: Fiscal Year Debit/Credit Posting Period Document Number Line Item Account Number Business Area Fund Commitment Item Funds Center Trading Partner Agency LOC CD Applctn Local CRCY Text Document Type Posting Date Document Date Entered On Entered At User Name Ref. Transactn Trans Partner Reimbursable Department Department Partner Main Acct Fund Type Funded Program Reference	
	T. To save data, menu path system, list, save, local file, save as "unconverted" as text file on N:\ drive, Financial Accounting Branch, FBWT	
	U. SAP Federal Payment	

Roles and Responsibilities	Action	Tips
	Settlement List Transaction Code ZFI_AP_PMT_STAT	
	V. Payment Run Date = Current Month.	
	W. Business Area = BA Desired.	
	X. Execute Report.	
	Y. To save data do menu path List Output, list, export, local file, choose "unconverted", save as text file on N:\ drive.	
	Z. To download the SAP User List, enter transaction code "ZSU01".	
	AA. Execute the report with no parameters.	
	BB. To export data, do menu path list, save/send, file, and choose "unconverted". Save as text file on N:\ drive.	
	CC. Log on to GWA TDO Payments at www.gwa.gov	(steps CC-EEE tie to process flow box 2)
	DD. Select Reports.	
	EE. Select TDO payments.	
	FF. Select ALCs desired.	
	GG. Select ALL for RFC code.	
	HH. Select beginning and ending dates.	
	II. Click download.	
	JJ. Click Flat File.	
	KK. Enter desired sort option.	
	LL. Click Download.	

Roles and Responsibilities	Action	Tips
	MM. Save report on N:\ drive.	
	NN. Log on to IPAC system at www.ipac.gov	
	OO. Choose IPAC Support Listing report.	
	PP. Enter the start and end dates desired and the ALCs desired.	
	QQ. Click Ok button.	
	RR. Output format select TSV	
	SS. Click Ok button.	
	TT. When information bar appears, click the information bar.	
	UU. Select download.	
	VV. Save report on N;\drive	
	WW. Log on to GOALS II.	
	XX. Choose Statement of Difference.	
	YY. Select Deposit Tickets/Debit Vouchers Support Listing for the report.	
	ZZ. Select desired accounting period.	
	AAA. Select desired ALC	
	BBB. Click Next	
	CCC. Select New Report	
	DDD. Click Flat File	
	EEE. Save as text file on N:\ drive, Financial Accounting Branch,	

Roles and Responsibilities	Action	Tips
	FBWT, FFF. Load Treasury and SAP reports into Agency Cash Reconciliation Tool (ACaRT)	(step FFF ties to process flow box 3)
Step 2 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Daily** **Reconciling IPACs**	A. Access the Agency Cash Reconciliation Tool via intranet B. Select Reports from Main Menu C. Select Treasury IPAC/SAP Summary from the dropdown box	Ref. Step 2A-https://acart.nssc.nasa.gov (steps A-G tie to process flow box 4)
	D. Select the desired business area from the dropdown box next to 'Business Area'	Ref. Step 2D-Choose the business area for the Center being reconciled (See appendix D)
	E. Select the desired accounting period from the dropdown box next to 'Accounting Period'	Ref. Step 2E-e.g. Choose current period number
	F. Select the desired fiscal year from the dropdown box next to 'FY'	Ref. Step 2F-e.g. 2008
	G. Click Submit button	Ref. Step 2G-Tool will generate report of all transactions recorded with selected business area, accounting period, and fiscal year.
	H. Make a note of the total Treasury IPAC amount per the resulting report for use in comparison. See step SSS below.	Ref. Step 2H-The tool uses the DRN associated with the Treasury transaction to match with the DRN typed into the reference and/or text field in the SAP transaction (for IPACs)

Roles and Responsibilities	Action	Tips
		(step H-UUU tie to process flow box 5)
	I. Click on the 'Export Results to Excel' button	
	J. Click the Open button in the pop-up box that appears	
	K. Click File in the upper left of the open report	
	L. Click Save as	Ref. Step 2L-Excel document format
	M. Click dropdown to display path beside 'Save in'	
	N. Click nssc shared drive N:	
	O. Scroll to Financial Accounting Branch folder and double click on it	
	P. Double click on FBWT folder	
	Q. Double click on appropriate center folder	
	R. Double click on appropriate month folder	
	S. Name file as center abbreviation, underscore, IPACVar, underscore, monthdayyear(mmddyy).	
	T. Right click on tab name	
	U. Click Move or Copy	
	V. Click in the checkbox next to Create Copy to create an exact copy of the 1st tab	
	W. Rename first tab 'Original'	
	X. Go to second tab	

Roles and Responsibilities	Action	Tips
	Y. Sort second tab of Excel file by Variance, DRN#, and Accomplished Date.	
	Z. Rename second tab as 'IPAC Variance Report'	
	AA. Sort IPAC Variance Report by amount and delete zero variance transactions	
	BB. Save the report changes and leave report open	
	CC. Go back to 'IPAC/SAP Summary' screen	
	DD. Locate a variance and click the underlined DRN within that row under the 'Treasury DRN' column	Ref. Step 2DD-Report will show variance if transaction related to Treasury IPAC is posted in SAP but DRN is missing or incorrect. Report will show Treasury transaction as 'Outstanding' if there is no transaction in SAP.
	EE. Use report to identify Treasury IPAC documents posted into SAP with incorrect or missing DRN number in the reference field and to view each line item that totals to the variance amount	
	FF. Update the Variance Report with additional comments from the drilldown research above	
	GG. Save changes so report is available for FBWT CS accountant	
	HH. Log in to Treasury IPAC system	
	II. Click 'IPAC' from the main screen	
	JJ. Choose the appropriate ALC from the dropdown menu next to ALC	

Roles and Responsibilities	Action	Tips
	KK. Click the dropdown menu arrow next to Reports	
	LL. Click IPAC Transaction Report Selection	
	MM. Click the arrow button to the left of 'Reports'	
	NN. Enter appropriate center ALC number in the ALC field	
	OO. Enter report start date in the Start Date Field	Ref. Step 2OO and 2PP- Start date should be the beginning of the month and end date should be the day before the current day
	PP. Enter the report end date in the End Date field	
	QQ. Click the button next to Include under Third Party Submitter Data	
	RR. Click the button next to All under Transaction Type	
	SS. Click Totals Only under Sent By Your ALC	
	TT. Click the button next to Standard under Report Format	
	UU. Click OK button at bottom of page	
	VV. Select PDF from the dropdown menu next to Output Format	
	WW. Click OK button at bottom	
	XX. Click OK when Information Bar pop-up box appears	
	YY. Click the information bar that appears under the Internet tool bar	

Roles and Responsibilities	Action	Tips
	ZZ. Click Download file from the selection that appears	
	AAA. Click Open to view the report and ensure data is readable	
	BBB. Click File at the top of report	
	CCC. Click Save a Copy	
	DDD. Click the dropdown arrow next to Save in:	
	EEE. Click nssc-shared N:drive from dropdown selection	
	FFF. Scroll to Financial Accounting Branch folder and double click	
	GGG. Double click on FBWT folder	
	HHH. Double click appropriate center folder	
	III. Double click on appropriate month folder	
	JJJ. Name file as center abbreviation, underscore, IPACSentTot, underscore, monthdayyear (mmddyy).	
	KKK. Click Save button	
	LLL. Click Back button on browser bar to return to IPAC Transaction Report Selection	
	MMM. Change report by clicking the button next to Totals Only under Received By Your ALC	
	NNN. Click OK at bottom of page	
	OOO. Follow step 2, actions XX-III	
	PPP. Name file as center abbreviation, underscore,	

Roles and Responsibilities	Action	Tips
	IPACRcdTot, underscore, monthdayyear (mmddyy). QQQ. Click Save button RRR. Add total from IPACSentTot report to IPACRcdTot report SSS. Compare this total to the total noted in step H to ensure the tool has all Treasury IPAC activity captured TTT. Notify FBWT Civil Servant if totals don't match UUU. Notify FBWT Civil Servant accountant of availability of reports	
Step 2 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Daily** **Reconciling IPACs**	A. Retrieve IPACVar report from N:drive, Financial Accounting Branch, FBWT, Center, Month B. Review variances C. Log into ACaRT D. From the Main Menu select Tools E. Select and click on 'Spreadsheet Links F. Select and click on the desired Center G. Click on 'IPAC' H. Click on appropriate fiscal year I. Click Open in the resulting pop-up box to open the 'IPAC Tracking System DRN Summary Report' in Excel J. To view Grand Totals for the	(steps A-CC tie to process flow box 6) Ref. Step 2J-Level 1 view

Roles and Responsibilities	Action	Tips
	Treasury and SAP amounts use the Level 1 view	can be used to compare Treasury and SAP totals to Treasury IPAC reports and SAP General Ledger reports
	K. To view Treasury vs. SAP transactions by DO Symbol use Level 2 view	Ref. Step 2K-Level 2 view can be used to review the Treasury IPAC vs. SAP transactions by DO Symbol.
	L. To view Treasury vs. SAP transactions by DRN within the DO Symbol use Level 3 view	Ref. Step 2L-Level 3 view can be used to review the Treasury vs. SAP transactions by DRN with the DO Symbol.
	M. To view Treasury vs. SAP transactions by line item and DRN within the DO Symbol use Level 4 view	Ref. Step 2M-Level 4 view shows Treasury IPAC transactions by line items under a DRN and multi-line postings for that IPAC in SAP
	N. Retrieve 'IPAC Variance Report from N:drive, Financial Accounting Branch, FBWT, Center, Month	
	O. Update comments on variances with findings from additional research	
	P. Continue research of specific items by clicking Tools	
	Q. Click Recon Query	
	R. Select appropriate business area from dropdown menu next to Business Area	
	S. Select appropriate period from dropdown menu next to Accounting Period	
	T. Select appropriate fiscal year from the dropdown menu next to FY	

Roles and Responsibilities	Action	Tips
	U. Select needed cash account from dropdown list next to SGL Account	
	V. If needed, enter the amount of the variance to be researched in the field next to Amount	
	W. If needed, enter the SAP document number in the field next to Doc. Num.	
	X. If needed, enter the SAP document date range in the fields next to Doc. Date	
	Y. If needed, enter the date range for dates the SAP document was entered in the fields next to Date Entered	
	Z. If needed, enter the text description associated with the variance being researched in the field next to SAP Text	
	AA. If needed, enter the Treasury DRN in the field next to Treas. DRN	
	BB. Click the Execute Query button	
	CC. Update IPAC Variance report with an additional findings from this research tool	Ref. Step 2CC-Updates from this research may include, SAP doc. #s, snapshot of in and out transactions, SAP user name, etc. (steps DD-EE tie to process flow box 7)
	DD. E-mail IPAC Variance Report to NSSC/Center AP, AR, Travel, Payroll functional lead; request that the respective functional areas respond with an explanation and plan of action and give the due date for response	
	EE. Receive response from	

Roles and Responsibilities	Action	Tips
	functional areas on status of variances	
	FF. Rerun the report after the variance is reported resolved to verify completion	(step FF ties to process flow box 15)
	GG. Submit Service Request (SR) to Competency Center for any system related issues	(step GG ties to process flow boxes 28-31)
Step 3 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Daily** **Reconciling Vendor Payments (RFCs)**	A. Access the Cash Reconciliation Tool via intranet B. From Main Menu select Reports C. From the dropdown box select and click on 'Agency Confirmation Report' D. From the Business Area dropdown box select the business area of the center being reconciled E. From the Accounting Period dropdown box select the accounting period corresponding to the account month being reconciled F. From the FY dropdown box select the fiscal year corresponding to the account month being reconciled G. Click 'Execute Query' button H. Go to the 'Variance' column and search for any amounts not equal to 'zero'	(steps A-G tie to process flow box 4) Ref. Step 3C-This report gives a listing of all vendor payment schedules paid by Treasury by Treasury's Regional Finance Centers (RFCs) as compared to the cash postings for these payments in SAP Ref. Step 3H-Amounts in the 'Variance' column represent out-of-balance condition for vendor payment schedules between Treasury

Roles and Responsibilities	Action	Tips
		reported transactions and SAP posted transactions. These variances are usually caused by 1) Transmission errors 2) Payment confirmations from Treasury did not post into SAP or 3) Treasury errors such as duplicate posting or non-posting of data
		(steps H-YY tie to process flow box 5)
	I. Note the ALC Total for Certified No Check Net (this is Treasury RFC total)	Ref Step 3I – this information is to be used in WW below
	J. Click 'Export Results to Excel' button	
	K. Click the Open button in the pop-up box that appears	
	L. Click File in the upper left of the open report	
	M. Click Save as	
	N. Click dropdown to display path beside 'Save in'	
	O. Click nssc shared drive N:	
	P. Scroll to Financial Accounting Branch folder and double click on it	
	Q. Double click on FBWT folder	
	R. Double click on appropriate center folder	
	S. Double click on appropriate month folder	
	T. Name file as center	

Roles and Responsibilities	Action	Tips
	abbreviation, underscore, RFCVar, underscore, monthdayyear (mmddyy).	
	U. Name Tab 1 'Original'	
	V. Right click on tab name	
	W. Click in the checkbox next to Create Copy to create an exact copy of the 1st tab	
	X. Go to second tab	
	Y. Rename Tab 2 as 'RFC Variance Report'	
	Z. Sort data in tab 2 by amount and delete any transactions with a zero variance to create list of outstanding variances	
	AA. Log into GWA	
	BB. Click Reports at top left of screen	
	CC. Click TDO Payments under Support Listings	
	DD. Click on appropriate center ALC from the dropdown box next to ALC	
	EE. Click All from the dropdown menu next to RFC Code	
	FF. Click the appropriate month, day, and year from the dropdown menus next to Begin Date (use current month, beginning of month, and current year)	
	GG. Click the appropriate month, day, and year from the dropdown menus next to End Date (use the current month,	

Roles and Responsibilities	Action	Tips
	the day before the current day, and current month)	
	HH. Click View Payments button	
	II. Click Download link located just above report header box	
	JJ. Click button next to CSV beside Download Format	
	KK. Click Download	
	LL. Click Open in pop-up box that appears	
	MM. Click File at the top of report	
	NN. Click Save As	
	OO. Click the dropdown arrow next to Save in:	
	PP. Click nssc-shared N:drive from dropdown selection	
	QQ. Scroll to Financial Accounting Branch folder and double click	
	RR. Double click on FBWT folder	
	SS. Double click appropriate center folder	
	TT. Double click on appropriate month folder	
	UU. Name file as center abbreviation, underscore, TDOPayTot, underscore, monthdayyear (mmddyy).	
	VV. Click Save button	
	WW. Compare this total to the total noted in step I to ensure the tool has all Treasury RFC activity captured	Ref Step 3WW-See amount noted in Step 3I above.

Roles and Responsibilities	Action	Tips
	XX. Notify FBWT Civil Servant if totals don't match YY. Notify FBWT Civil Servant accountant of availability of reports	
Step 3 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Daily** **Reconciling Vendor Payments (RFCs)**	A. Retrieve RFCVar report from N:drive, Financial Accounting Branch, FBWT, Center, Month B. Review variances C. Log into ACaRT D. From the Main Menu select Tools E. Select and click on 'Spreadsheet Links' F. Select and click on the desired Center G. Click on 'RFCA' H. Click on appropriate fiscal year I. Click Open in the resulting pop-up box to open the RFC report in Excel J. To view Grand Totals for the Treasury and SAP amounts use the Level 1 view K. To view Treasury vs. SAP transactions by RECTYPE use Level 2 view L. To view Treasury vs. SAP transactions by schedule number use Level 3 view M. Update comments on variances in the RFC Variance	(steps A-AA tie to process flow box 6)

Roles and Responsibilities	Action	Tips
	report with findings from additional research	
	N. Continue research of specific items by clicking Tools	
	O. Click Recon Query	
	P. Select appropriate business area from dropdown menu next to Business Area	
	Q. Select appropriate period from dropdown menu next to Accounting Period	
	R. Select appropriate fiscal year from the dropdown menu next to FY	
	S. Select needed cash account from dropdown list next to SGL Account	
	T. If needed, enter the amount of the variance to be researched in the field next to Amount	
	U. If needed, enter the SAP document number in the field next to Doc. Num.	
	V. If needed, enter the SAP document date range in the fields next to Doc. Date	
	W. If needed, enter the date range for dates the SAP document was entered in the fields next to Date Entered	
	X. If needed, enter the text description associated with the variance being researched in the field next to SAP Text	
	Y. If needed, enter the Treasury schedule number in the field	

Roles and Responsibilities	Action	Tips
	next to Treas. DRN Z. Click the Execute Query button AA. Update RFC Variance report with any additional findings from this research tool BB. E-mail RFC Variance Report to NSSC/Center AP and Travel functional lead; request that the respective functional areas respond with an explanation and plan of action and give the due date for response CC. Receive response from functional areas on status of variances DD. Rerun the report after the variance is reported resolved to verify completion EE. Submit Service Request (SR) to Competency Center for any system related issues	 (steps BB-CC tie to process flow box 7) (step DD ties to process flow box 15) (step EE ties to process flow boxes 28-31)
Step 4 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Daily** **Reconciling Deposits**	A. Access the Cash Reconciliation Tool via intranet B. From Main Menu select Reports C. From the dropdown box select and click on 'Deposit Ticket/Debit Voucher' D. From the Business Area dropdown box select the business area of the center being reconciled E. From the Accounting Period dropdown box select the	(steps A-G tie to process flow box 4) Ref. Step 4C-Deposit Ticket/Debit Voucher list shows all deposits reported in Treasury versus deposits recorded in SAP

Roles and Responsibilities	Action	Tips
	accounting period corresponding to the account month being reconciled	
	F. From the FY dropdown box select the fiscal year corresponding to the account month being reconciled	
	G. Click 'Execute Query' button	
	H. Go to the 'Variance' column and search for any amounts not equal to 'zero'	(steps H-VV tie to process flow box 5)
	I. Note the Grand Total Treasury Amount to compare to total in TT below	
	J. Click 'Export Results to Excel' button	
	K. Click the Open button in the pop-up box that appears	
	L. Click File in the upper left of the open report	
	M. Click Save as	
	N. Click dropdown to display path beside 'Save in'	
	O. Click nssc shared drive N:	
	P. Scroll to Financial Accounting Branch folder and double click on it	
	Q. Double click on FBWT folder	
	R. Double click on appropriate center folder	
	S. Double click on appropriate month folder	
	T. Name file as center	

Roles and Responsibilities	Action	Tips
	abbreviation, underscore, DepVar, underscore, monthdayyear (mmddyy).	
	U. Name Tab 1 'Original'	
	V. Right click on tab name	
	W. Click in the checkbox next to Create Copy to create an exact copy of the 1st tab	
	X. Go to second tab	
	Y. Rename Tab 2 as 'Deposit Variance Report'	
	Z. Sort data in tab 2 by amount and delete any transactions with a zero variance to create list of outstanding variances	
	AA. Save changes so report is available for FBWT CS accountant	
	BB. Log into GOALS II	
	CC. Click Statement of Differences link	
	DD. Click Deposit Ticket/Debit Voucher Support Listing from dropdown menu next to Report	
	EE. Click the appropriate month/year from dropdown box next to Accounting Period	
	FF. Click the appropriate center ALC from the dropdown menu next to Agency Location Code	
	GG. Click Next button	
	HH. Click New Report button	

Roles and Responsibilities	Action	Tips
	II. Click Text	
	JJ. Click File at the top of report	
	KK. Click Save As	
	LL. Click the dropdown arrow next to Save in:	
	MM. Click nssc-shared N:drive from dropdown selection	
	NN. Scroll to Financial Accounting Branch folder and double click	
	OO. Double click on FBWT folder	
	PP. Double click appropriate center folder	
	QQ. Double click on appropriate month folder	
	RR. Name file as center abbreviation, underscore, DepTot, underscore, monthdayyear (mmddyy).	
	SS. Click Save button	
	TT. Compare this total to the total noted in step I to ensure the tool has all Treasury Deposit activity captured	
	UU. Notify FBWT Civil Servant if totals don't match	
	VV. Notify FBWT Civil Servant accountant of availability of reports	
Step 4 **NSSC FBWT Civil Servant** **FBWT Reconciliation**	A. Retrieve DepVar report from N:drive, Financial Accounting Branch, FBWT, Center, Month B. Review variances	(steps A-BB tie to process flow box 6)

Roles and Responsibilities	Action	Tips
Daily **Reconciling Deposits**	C. Log into ACaRT D. From the Main Menu select Tools E. Select and click on 'Spreadsheet Links F. Select and click on the desired Center G. Click on 'Deposits' H. Click on appropriate fiscal year I. Click Open in the resulting pop-up box to open the Deposit report in Excel J. To view Grand Totals for the Treasury and SAP amounts use the Level 1 view K. To view Treasury vs. SAP transactions by DocDate Month use Level 2 view L. To view Treasury vs. SAP transactions by Treasury document number use Level 3 view M. To view Treasury vs. SAP with details by Treasury document number use Level 4 view N. Update comments on variances in the Deposits Variance report with findings from additional research O. Continue research of specific items by clicking Tools P. Click Recon Query Q. Select appropriate business	

Roles and Responsibilities	Action	Tips
	area from dropdown menu next to Business Area	
	R. Select appropriate period from dropdown menu next to Accounting Period	
	S. Select appropriate fiscal year from the dropdown menu next to FY	
	T. Select needed cash account from dropdown list next to SGL Account	
	U. If needed, enter the amount of the variance to be researched in the field next to Amount	
	V. If needed, enter the SAP document number in the field next to Doc. Num.	
	W. If needed, enter the SAP document date range in the fields next to Doc. Date	
	X. If needed, enter the date range for dates the SAP document was entered in the fields next to Date Entered	
	Y. If needed, enter the text description associated with the variance being researched in the field next to SAP Text	
	Z. If needed, enter the Treasury document number in the field next to Treas. DRN	
	AA. Click the Execute Query button	
	BB. Update Deposit Variance report with any additional findings from this research tool	

Roles and Responsibilities	Action	Tips
	CC. E-mail Deposit Variance Report to NSSC/Center AR, Travel, and Payroll functional leads; request that the respective functional areas respond with an explanation and plan of action and give the due date for response	(steps CC-DD tie to process flow box 7)
	DD. Receive response from functional areas on status of variances	
	EE. Rerun the report after the variance is reported resolved to verify completion	(step EE ties to process flow box 15)
	FF. Submit Service Request (SR) to Competency Center for any system related issues	(step FF ties to process flow boxes 28-31)
Step 5 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Daily** **Reconciling Outstanding SAP Transactions**	A. Access the Cash Reconciliation Tool via intranet B. From Main Menu select Reports C. From the dropdown box select and click on 'Unidentified DRN' report D. From the Business Area dropdown box select the business area of the center being reconciled E. From the Accounting Period dropdown box select the accounting period corresponding to the accounting month being reconciled F. From the FY dropdown box select the fiscal year corresponding to the account	(steps A-G tie to process flow box 4)

Roles and Responsibilities	Action	Tips
	month being reconciled	
	G. Click 'Execute Query'	
	H. Click 'Export Results to Excel' button	(steps H-T tie to process flow box 5)
	I. Click the Open button in the pop-up box that appears	
	J. Click File in the upper left of the open report	
	K. Click Save as	
	L. Click dropdown to display path beside 'Save in'	
	M. Click nssc shared drive N:	
	N. Scroll to Financial Accounting Branch folder and double click on it	
	O. Double click on FBWT folder	
	P. Double click on appropriate center folder	
	Q. Double click on appropriate month folder	
	R. Name file as center abbreviation, underscore, UnidDRN, underscore, monthdayyear (mmddyy).	
	S. Click Save button	
	T. Notify FBWT Civil Servant accountant of availability of reports	
Step 5 NSSC FBWT Civil Servant	A. Retrieve Unid DRN report from N:drive, Financial Accounting Branch, FBWT, Center, Month	(steps A-P tie to process flow box 6)

Roles and Responsibilities	Action	Tips
FBWT Reconciliation **Daily** **Reconciling** *Outstanding SAP* **Transactions**	B. Review variances C. Log into ACaRT D. Click Tools E. Click Recon Query F. Select appropriate business area from dropdown menu next to Business Area G. Select appropriate period from dropdown menu next to Accounting Period H. Select appropriate fiscal year from the dropdown menu next to FY I. Select needed cash account from dropdown list next to SGL Account J. If needed, enter the amount of the variance to be researched in the field next to Amount K. If needed, enter the SAP document number in the field next to Doc. Num. L. If needed, enter the SAP document date range in the fields next to Doc. Date M. If needed, enter the date range for dates the SAP document was entered in the fields next to Date Entered N. If needed, enter the text description associated with the variance being researched in the field next to SAP Text O. Click the Execute Query button	

Roles and Responsibilities	Action	Tips
	P. Update Unidentified DRN Variance report with any additional findings from this research tool Q. E-mail Unidentified DRN Variance Report to NSSC/Center AP, AR, Travel, and Payroll functional leads; request that the respective functional areas respond with an explanation and plan of action and give the due date for response R. Receive response from functional areas on status of variances S. Rerun the report after the variance is reported resolved to verify completion T. Submit Service Request (SR) to Competency Center for any system related issues	(steps Q-R tie to process flow box 7) (step S ties to process flow box 15) (step T ties to process flow boxes 28-31)
Step 6 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reconciling HHS/Letter of Credit**	A. Log into SAP B. Type in transaction code FMFG_E_TRANS_REG in the open box C. Click the green checkmark next to the box or press Enter on the keyboard D. Enter the appropriate fiscal year next to the Fiscal Year box in the General section at the top of the screen E. Enter the appropriate posting period to be viewed next to the Posting Period box in the General section at the top of the screen	Ref. Step 6B. Do not run until 2nd workday to ensure complete HHS download. Letter of Credit disbursements post to GL account 1010.2000. When the grant is to be closed the amounts are posted to GL account 1010.2999. The JV to clear 80F3885 on the FMS 224 posts to GL account 1010.2500. (step 6 ties to process flow box 37)

Roles and Responsibilities	Action	Tips
	F. Enter the appropriate center business area to be viewed next to Business Area in the Specific Options section in the middle of the page	
	G. Click on the multiple selection button (box w/yellow arrow) to the right of the Account fields	
	H. On the Select Single Values tab under Single Value type GL cash account 1010.2000	
	I. Press Tab twice	
	J. Enter the GL cash account 1010.2999 on the next line	
	K. Press Tab twice	
	L. Enter the GL cash account 1010.2500 on the third line	
	M. Click the copy button (clock) on the bottom left of the box	
	N. Uncheck the 'Show by Original Document' in the Options section at the bottom of the page	
	O. Click the Execute button (clock)	
	P. Once report appears click the Change Layout button (Rubik's cube)	
	Q. Click the Transaction Currency from the right hand box	
	R. Click the arrow pointing left to add the selection to the left hand box	

Roles and Responsibilities	Action	Tips
	S. Click the green checkmark	
	T. In the report click on the Account header	
	U. Click the Subtotal button	
	V. Click 'Local File' button (paper w/yellow arrow)	
	W. Click to mark button next to 'Spreadsheet'	
	X. Click green checkmark	
	Y. Click dropdown arrow next to 'Directory'	
	Z. Click dropdown to display path beside 'Save in'	
	AA. Click nssc shared drive N:	
	BB. Scroll to Financial Accounting Branch folder and double click on it	
	CC. Double click on FBWT folder	
	DD. Double click on appropriate center folder	
	EE. Double click on appropriate month folder	
	FF. Name file as center abbreviation, underscore, LOCTR, underscore, monthdayyear (mmddyy).	
	GG. Click Save button	
	HH. Click Generate on the next screen	
	II. Notify FBWT Civil Servant when file is available	

Roles and Responsibilities	Action	Tips
Step 6 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reconciling HHS/Letter of Credit**	A. Receive documentation from NSSC or Center Accounts Payable Letter of Credit Processor showing amounts posted via journal voucher in SAP for the HHS/LOC suspense elimination JV B. Open LOCTR from N:drive, Financial Accounting Branch, FBWT, Center, Month C. Compare the total per the LOCTR report to the HHS/LOC documentation received from the Center D. Identify variances E. E-mail Center/NSSC AP LOC processor or functional lead for explanation/resolution of variance F. Receive response from functional areas on status of variances G. Rerun the transaction register after the variance is reported resolved to verify completion H. Submit Service Request (SR) to Competency Center for any system related issues	Ref. Step 6A- Documentation should be received by second business day of the following month. Documentation will include the total amount of drawdowns per HHS Payment Management System and total 1010.2000-1010.2999 amounts posted in SAP along with justification for any differences and copies of the posted suspense elimination JVs in SAP; the JV will be posted on the 1st or 2nd workday of the month following the reconciliation month. -
Step 7 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reconciling DOI Payroll/Labor**	A. Log in to SAP B. Type in transaction code FMFG_E_TRANS_REG in the open box C. Click the green checkmark next to the box or press Enter on the keyboard	(step 7 ties to process flow box 37)

Roles and Responsibilities	Action	Tips
	D. Click the Dynamic Selections button (look like Italian flag)	Ref Step 7D-Create and use a variant and a layout for each center.
	E. Click the dropdown arrow on the left next to 'Actual line item table'	
	F. Select the second 'Document Type' from the list by double clicking on it	
	G. Document Type will show in the right Dynamic Selections box	
	H. Click the multiple selection arrow button on the right of the Document Type fields	
	I. In the resulting box click the Select Single Values tab	
	J. Type XD in the first field	Ref. Step 7J- XD and XB are the document types associated with the cash posting for labor disbursements
	K. Press Tab twice	
	L. Type XB in the second field	
	M. Click the copy button (clock) in the lower left of the box	
	N. Click Save button (disk) in the lower left of the next box	
	O. Enter the appropriate fiscal year next to the Fiscal Year box in the General section at the top of the screen	
	P. Enter the appropriate posting period to be viewed next to the Posting Period box in the General section at the top of the screen	
	Q. Enter the posting date that corresponds with the pay	

Roles and Responsibilities	Action	Tips
	period to be viewed next to Posting Date in the General section at the top of the screen	
	R. Enter the appropriate center business area to be viewed next to Business Area in the Specific Options section in the middle of the page	
	S. Enter the GL cash account 1010.6100 next to Account in the Specific Options section in the middle of the page	
	T. Uncheck the 'Show by Original Document' in the Options section at the bottom of the page	
	U. Click the Execute button (clock)	
	V. Once report appears click the Change Layout button (Rubik's cube)	
	W. Click the Transaction Currency from the right hand box	
	X. Click the arrow pointing left to add the selection to the left hand box	
	Y. Click the green checkmark	
	Z. In the report click on the Account header	
	AA. Click the Subtotal button to get the total of amounts posted to 1010.6100 for labor disbursements	
	BB. Click the Local file button (green paper with yellow	

Roles and Responsibilities	Action	Tips
	arrow)	
	CC. Click the button next to Spreadsheet	
	DD. Click green checkmark	
	EE. Click dropdown arrow next to 'Directory'	
	FF. Click dropdown to display path beside 'Save in'	
	GG. Click nssc shared drive N:	
	HH. Scroll to Financial Accounting Branch folder and double click on it	
	II. Double click on FBWT folder	
	JJ. Double click on appropriate center folder	
	KK. Double click on appropriate month folder	
	LL. Name file as center abbreviation, underscore, PayTR, underscore, monthdayyear (mmddyy).	
	MM. Click Save button	
	NN. Click Generate on the next screen	
	OO. Open another session in SAP by clicking on the Create a New Session button (looks like sunburst)	
	PP. Type in transaction code FMFG_E_TRANS_REG in the open box as above	
	QQ. Click the green checkmark next to the box or press Enter	

Roles and Responsibilities	Action	Tips
	on the keyboard	
	RR. Click the Dynamic Selections button (look like Italian flag)	
	SS. Click the dropdown arrow on the left next to 'Actual line item table'	
	TT. Select the second 'Document Type' from the list by double clicking on it	
	UU. Document Type will show in the right Dynamic Selections box	
	VV. From the list select 'User Name' by double clicking on it	
	WW. User Name will show in the right Dynamic Selections box	
	XX. Enter KZ in the field box next to Document Type	Ref. Step 7XX-PCS taxes are posted to 15XXX document numbers with KZ document type; text field should identify transaction as 'PCS taxes'. PCS taxes are not paid every pay period so the second transaction register will not always be necessary
	YY. Press Tab three times	
	ZZ. Enter NS* in the field box next to User Name	
	AAA. Click the Save button (disk)	
	BBB. Enter the appropriate fiscal year next to the Fiscal Year box in the General section at the top of the screen	
	CCC. Enter the appropriate posting period to be viewed next to the Posting Period box in the General section at the top of the screen	
	DDD. Enter the posting date that corresponds with the pay period to be viewed next to Posting Date in the General	

Roles and Responsibilities	Action	Tips
	section at the top of the screen	
	EEE. Enter the appropriate center business area to be viewed next to Business Area in the Specific Options section in the middle of the page	
	FFF. Enter the GL cash account 1010.6100 next to Account in the Specific Options section in the middle of the page	
	GGG. Uncheck the 'Show by Original Document' in the Options section at the bottom of the page	
	HHH. Click the Execute button (clock) at the upper left of the main page	
	III. Once report appears click the Change Layout button (Rubik's cube)	
	JJJ. Click the Transaction Currency from the right hand box	
	KKK. Click the arrow pointing left to add the selection to the left hand box	
	LLL. Click Text from the right hand box	
	MMM. Click the arrow pointing left to add the selection to the left hand box	
	NNN. Click the green checkmark	
	OOO. Use the text column to see postings marked as 'PCS taxes'	

Roles and Responsibilities	Action	Tips
	PPP. Check documents to be sure they are PCS tax postings and not other invoices or reversals	
	QQQ. If postings other than PCS taxes appear click the back arrow button (green arrow pointing left near top of page)	
	RRR. Click the Dynamic Selection button	
	SSS. Double click on Document Number to select	
	TTT. Document Number will appear in the Dynamic Selections box on the right	
	UUU. Click the multiple selection arrow to the right of the Document Number field boxes	
	VVV. Click on the Exclude Single Values tab	
	WWW. Enter document numbers to be excluded from report	
	XXX. Click copy button (clock)	
	YYY. Click save button (disk)	
	ZZZ. In the report click on the Account header	
	AAAA. Click the Subtotal button to get the total of the amounts posted to 1010.6100 for PCS taxes	
	BBBB. Click the Local file button (green paper with yellow arrow)	
	CCCC. Click the button next to Spreadsheet	

Roles and Responsibilities	Action	Tips
	DDDD. Click green checkmark	
	EEEE. Click dropdown arrow next to 'Directory'	
	FFFF. Click dropdown to display path beside 'Save in'	
	GGGG. Click nssc shared drive N:	
	HHHH. Scroll to Financial Accounting Branch folder and double click on it	
	IIII. Double click on FBWT folder	
	JJJJ. Double click on appropriate center folder	
	KKKK. Double click on appropriate month folder	
	LLLL. Name file as center abbreviation, underscore, PCSTR, underscore, monthdayyear (mmddyy).	
	MMMM. Click Save button	
	NNNN. Click Generate on the next screen	
Step 7 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reconciling DOI Payroll/Labor**	A. Receive documentation from Center Labor POC showing amounts posted via journal voucher in SAP for the DOI payroll/labor suspense elimination JV B. Open PayTR and PCSTR reports from N:drive, Financial Accounting Branch, FBWT Center, Month C. Compare the combined totals from the PayTR report and the PCSTR report to the DOI/Payroll documentation	Ref. Step 7A-Documentation will include DOI POD200, labor cost voucher, and copies of the posted JVs in SAP; the JV will be posted bi-weekly. Centers will fax or email documentation to the NSSC Customer Contact Center by the 2nd Monday following the pay period or as soon as possible at month-end.

Roles and Responsibilities	Action	Tips
	received from the Center D. Identify variances E. E-mail Center Labor Analyst or functional lead for explanation/resolution of variance F. Receive response from functional areas on status of variances G. Rerun the transaction register after the variance is reported resolved to verify completion H. Submit Service Request (SR) to Competency Center for any system related issues	
Step 8 **NSSC FBWT IT Service Provider** **FBWT Reconciliation** **Month End** **Reconciliation, FMS 224 Preparation and Submission**	See Step 1 Data Downloads	Ref. Step 8-In the last week of the month these downloads from Treasury and SAP may need to be updated multiple times during the day as changes are made (step 8 ties to process flow boxes 1,2,3)
Step 8 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Month End Reconciliation, FMS 224 Preparation and Submission**	Execute Steps 1-5	Ref. Step 8-In the last week of the month report execution will be needed multiple times per day as updates are made to the Treasury and SAP systems

Roles and Responsibilities	Action	Tips
Step 8 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Month End Reconciliation, FMS 224 Preparation and Submission**	A. Review remaining IPAC, RFC, Deposit, and outstanding SAP transaction variances	(step A ties to process flow box 19
	B. Conduct Status meeting to review outstanding suspense and statement of difference items from prior and current month (approx. 1 1/2 wks before monthend)	(step B ties to process flow box 40)
	C. Send e-mail to remind Center and NSSC functional personnel that no transactions affecting cash should be posted after the first business day of the new month that will affect the prior month's FMS 224 unless requested by FBWT personnel to do so	Ref. Step 8C-In SAP, the previous period remains open until midnight of the second workday of the new month. The new period is open at the same time. If a transaction should be posted to affect the prior period then the posting date should be back dated to the last day of that month. (step C ties to process flow boxes 44 & 45)
	D. Coordinate with functional personnel to determine disposition of remaining variances	(step D ties to process flow box 7)
	E. Determine amount and type of suspense JV	(step E ties to process flow boxes 8 & 9)
	F. Prepare JV template for review and approval	(step F ties to process flow box 9)
	G. NSSC JV approver reviews documentation for approval/disapproval of suspense JVs	(steps G-H tie to process flow boxes 10 & 13)
	H. NSSC JV approver notifies processor to correct JV if disapproved	(step H ties to process flow box 11)

Roles and Responsibilities	Action	Tips
	I. JV approver notifies NSSC JV Processor to post approved suspense JV by Business Area	(step I ties to process flow box 13)
	J. NSSC JV Processor posts suspense JV by Business Area	(steps J-S tie to process flow box 14)
	K. Log into SAP	
	L. Type transaction code FV50 in open field at top left	Ref. Step 8L-See EPSS https://epssprod01.ifmp.nasa.gov/nav/index.htm
	M. Click the green checkmark or press Enter on the keyboard	
	N. Enter the document number as provided by the functional area in the field next to Doc. Number	
	O. Review the parked suspense document	
	P. Click the Post button (disk)	
	Q. Click on the Customizing of Local Layout button at the top right of the page	
	R. Click Hardcopy to print a copy	
	S. Retain copy of posted JV with other documentation	
	T. Run ACaRT for final numbers after additional suspense JVs are entered	(step T ties to process flow boxes 15 & 46)
	U. Open another session in SAP by clicking on the Create a New Session button (looks like sunburst) on the upper right of the SAP screen	(step U-GG ties to process flow box 45)
	V. Type FMFG_E_SF224 in the open box on the left of the main screen	

Roles and Responsibilities	Action	Tips
	W. Click the green checkmark next to the box	
	X. Click the 'Get Variant' button (stair steps)	
	Y. Delete user ID from the Created by field	
	Z. Click Execute button (clock)	
	AA. Select the appropriate center's variant by clicking on it to highlight	
	BB. Click the green checkmark	
	CC. If necessary, change the 'Last Posting Date of Period' to the last day of the report month	
	DD. If necessary, change the Fiscal Year	
	EE. If necessary, change the Fiscal Period to the period corresponding to the month to be reported	
	FF. Click the Execute button (clock)	
	GG. Click the Print button (printer) to print the report	
	HH. Compare SAP 224 to ACaRT numbers	(step HH ties to process flow box 48)
	II. Determine if variances remain	(steps II-PP ties to process flow box 49)
	JJ. Decide how to mitigate remaining variances	
	KK. If remaining variances are to be suspensed contact appropriate person in the functional area to discuss	

Roles and Responsibilities	Action	Tips
	LL. Prepare suspense JV template for review and approval	
	MM. If remaining variances are left and result in a Statement of Difference, items should be noted and documentation maintained	Ref. Step 8MM- Remaining variances at close of month may be suspensed, or left as a Statement of Difference with Treasury
	NN. Contact appropriate functional personnel to coordinate clearing of this month's remaining variances in the next month	
	OO. Re-run SAP 224 to verify all variances have been dispositioned	
	PP. Determine if manual adjusted FMS 224 is needed to clear prior month's variance	
	QQ. Prepare FMS 224 template using SAP FMS 224 numbers and amount of adjustment to appropriate application of fund (appropriation symbol) with explanation	(step QQ ties to process flow box 54)
	RR. Chief, Financial Accounting Branch or designee reviews and signs prepared FMS 224 template	(step RR ties to process flow box 52)
	SS. E-mail reviewed FMS 224 template to OCFO Data Analysis Branch for approval to submit adjusted manual FMS 224 to Treasury	(step SS ties to process flow box 54)
	TT. If OCFO/DAB rejects FMS 224 review for needed corrections and resubmit	(step TT ties to process flow box 57)
	UU. Once approval of adjusted, manual FMS 224 is received	(step UU ties to process flow box 58)

Roles and Responsibilities	Action	Tips
	from OCFO/DAB log in to Treasury GOALS II 'FMS In-Touch' dial-up system	
	VV. Enter appropriation symbol (from FMS224 template) into Section 1 Column 1	(steps VV-GGG tie to process flow box 58)
	WW. Tab over to enter amount in appropriate column per FMS 224 template (Column 2 or 3)	
	XX. Click on Section II tab	Ref. Step 8XX-Column 2 is receipts and collections amounts; Column 3 is disbursement amounts. Whichever column is entered in first should be entered first for all appropriation symbols
	YY. Enter Section II data for Net Disbursements for the month	
	ZZ. Enter data for Net Collections for the month	Ref. Step 8ZZ-Net Total, Section II must agree with Net Total, Section 1
	AAA. Click on Section III tab	Ref. Step 8AAA-Save data entry every few minutes to avoid losing data if connection is lost
	BBB. Enter amount of undeposited collections and unconfirmed deposits from preceding month (if applicable)	Ref. Step 8BBB-Net total, Section III must equal zero
	CCC. Enter amount of collections for current month	
	DDD. Enter amount of confirmed deposits from prior months (as necessary)	
	EEE. Click disk icon to save entries	
	FFF. Click print icon to print saved FMS 224 report	
	GGG. Chief, Financial Accounting	

Roles and Responsibilities	Action	Tips
	Branch or designee reviews entries and compares with FMS 224 template to ensure entries are correct then signs printed pre-transmission copy HHH. Once entries are verified and approved click transmit icon to submit to Treasury III. Print transmitted report JJJ. Obtain Chief FAB signature KKK. Retain documentation	(steps HHH-LLL tie to process flow box 59 & 60)
Step 9 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Document Retention and Retrieval**	A. Collect monthly FMS 224 supporting documentation B. Present to Document Imaging with routing depicting the Tech Doc folders in which to save each centers' documentation C. To retrieve imaged documents log into TechDoc and open FAB folder, then FBWT, then Center, then report name, then appropriate month	Ref. Step 9A-FMS 224 documentation should include the SAP 224, any manual adjustments with explanation, FMS 224 template, OCFO approval for manually adjusted FMS 224, signed pre-transmitted 224, signed final transmitted FMS 224, DOI POD200/labor cost voucher & JVs, HHS JVs & support documentation, (steps A-C tie to process flow box 69)
Step 10 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reporting—Critical Path Element 1 – FBWT: Cash difference (Internal: SAP SF224 vs. Submitted FMS 224) /PMC Chapter 2**	A. Retrieve submitted FMS 224 from Tech Doc (see Step 9-C) B. Retrieve final SAP 224 C. Retrieve final FMS 224 template D. Open Critical Path Element 1 Template E. Enter Application of Fund (AOF) in column A from SAP	(steps A-CCC tie to process flow box 62) Ref. Step10D-CPE template comes in NATS request each month Ref. Step 10D-Refer to FMR Vol. 19 for due dates

Roles and Responsibilities	Action	Tips
	224	
	F. Enter amount for that AOF from column 2 or 3 of SAP 224 into corresponding column in C or D in the template	
	G. *Continue until all AOF amounts* from the SAP 224 are entered into the template	
	H. Be sure totals match the net total of Section 1 on the SAP 224	
	I. Enter AOF in Column G from internal FMS 224 template	
	J. Enter any adjustment amounts (if applicable) for Column 2 or 3 from FMS 224 template into Column H and/or I of CPE 1 template	
	K. Enter AOF from submitted FMS 224 in column K of CPE 1 template	
	L. Enter amount of AOF reported in Column 2 and/or Column 3 of the submitted FMS 224 in appropriate columns L or M in CPE 1 template	
	M. Continue until all AOF amounts from the submitted FMS 224 are entered in the appropriate columns in the CPE 1 template	
	N. Be sure the totals of Column 2 amounts and Column 3 amounts match the totals from the submitted FMS 224	
	O. Be sure the net total of Column 3 minus Column 2 on the CPE 1 template matches the net total of Section 1 on the	

Roles and Responsibilities	Action	Tips
	submitted FMS 224	
	P. Note any variances	
	Q. Log into SAP	
	R. In the open field on the main menu page type the transaction code GR55	
	S. Click the green arrow next to the box or press Enter on the keyboard	
	T. Type 'ZAOF' in the box next to Report Group	
	U. Click the Execute button (clock)	
	V. Type the appropriate fiscal year in the field next to Fiscal Year	
	W. Company code should be NASA	
	X. Enter the appropriate accounting fiscal period in both fields next to Period	
	Y. Click the green multiple selection button to the right of 'Or values' field	
	Z. Enter each of the SGL Cash accounts in the 'Select Single Values' fields	Ref. Step 10Z-See EPSS for chart of accounts to get cash accounts; only certain cash accounts are reported on the SF224
	AA. Click copy button (clock) on this screen to save the entered values	
	BB. Enter appropriate business area in the 'Or values' field under Business Area Set ID	
	CC. Click Execute button (clock) to	

Roles and Responsibilities	Action	Tips
	begin running the trial balance report	
	DD. Click Report at the top left of the page when the report is ready	
	EE. Under Report click Print	
	FF. Be sure 'Current report' is marked	
	GG. Click the green checkmark or press Enter on the keyboard to print the report	
	HH. Go back to on-screen report	
	II. Click on Options/Office Integration button (looks like blinds)	
	JJ. Click next to Microsoft Excel	
	KK. Click green checkmark	
	LL. Click Enable Macros on the resulting pop-up screen	
	MM. This will put the on-screen report into Excel form	
	NN. Click on File in the Excel form	
	OO. Click 'Save copy as'	
	PP. Click dropdown to display path beside 'Save in'	
	QQ. Click nssc shared drive N:	
	RR. Scroll to Financial Accounting Branch folder and double click on it	
	SS. Double click on FBWT folder	
	TT. Double click on appropriate	

Roles and Responsibilities	Action	Tips
	center folder	
	UU. Double click on appropriate month folder	
	VV. Name file as center abbreviation, underscore, GR55, underscore, monthdayyear (mmddyy).	
	WW. Click Save button	
	XX. Click Enable macros when prompted	
	YY. In saved worksheet click Tools	
	ZZ. Click Protection	
	AAA. Click Unprotect Worksheet	
	BBB. Save changes for later use	
	CCC. Use the printed report to compare the total cash amounts by AOF for the month to the totals reported and transmitted on the FMS 224 by AOF	
	DDD. Note any differences	(steps DDD-OOO tie to process flow box 28)
	EEE. Submit Service Request (SR) to Competency Center for any system related issues	
	FFF. Compile package with any supporting documentation	
	GGG. Give to FBWT Civil Servant to review	
Step 10 **NSSC FBWT Civil Servant** **FBWT Reconciliation**	A. Receive CPE 1 package from Service Provider B. Review provided documentation for accuracy and completeness	(steps A-H tie to process flow box 62)

Roles and Responsibilities	Action	Tips
Reporting—Critical Path Element 1 – FBWT: Cash difference (Internal: SAP SF224 vs. Submitted FMS 224) /PMC Chapter 2	C. Request additional documentation, etc or correction from Service Provider if not accurate or complete D. Review noted variances E. Research variances between SAP 224 and transmitted FMS 224 F. If necessary, contact appropriate user for explanation and plan to correct G. Update CPE 1 template as necessary H. See Step 17	Ref. Step 10D and 10E-Variances could be from transactions entered incorrectly on the FMS 224, i.e. transposed numbers, entering amount of one AOF on another AOF, entering amounts in wrong FMS 224 column; legitimate variances would be for necessary and approved manual FMS 224 adjustments which could be correction from a prior period where SAP cash transaction posted with a blank ALC and an SR was submitted but the fix wasn't in place before that period's FMS 224 was transmitted.
Step 11 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reporting—Critical Path Element 2 – FBWT: Cash difference (External: NASA vs. Treasury /PMC Ch. 2**	A. Log in to GWA B. Click Reports C. Select ALC Transactions under ALC Statement D. Select appropriate ALC from Reporting ALC dropdown menu E. Leave Treasury Account Symbol field blank F. Select All in Activity Type field G. Select the current fiscal year from the Accounting Period dropdown menu	Ref. Step 11A-www.gwa.gov (steps A-RRR tie to process flow box 62)

Roles and Responsibilities	Action	Tips
	H. Click button next to 'Month of'	
	I. Select appropriate month from dropdown menu	
	J. Click 'Download' button	
	K. Click to mark the button next to 'Excel' for Download File Type	
	L. Click the box next to 'Include table headings' under Options	
	M. Click the 'Download' button	
	N. Click Open in pop-up box that appears	
	O. Click File at the top of report	
	P. Click Save As	
	Q. Click the dropdown arrow next to Save in:	
	R. Click nssc-shared N:drive from dropdown selection	
	S. Scroll to Financial Accounting Branch folder and double click	
	T. Double click on FBWT folder	
	U. Double click appropriate center folder	
	V. Double click on appropriate month folder	
	W. Name file as center abbreviation, underscore, GWA, underscore, monthdayyear (mmddyy).	
	X. Click Save button	
	Y. Add a column to the	

Roles and Responsibilities	Action	Tips
	downloaded report for 'Treasury Beginning Balance' before the 'Increase to Balance' column	
	Z. Add a column to the report for 'Treasury Ending Balance' after the 'Decrease to Balance' column	
	AA. Enter the ending balances from the previous month's FBWT Reconciliation Report in the current month's report in the 'Treasury Beginning Balance' column next to the appropriate AOF	
	BB. Include a formula in the current month report in the 'Treasury Ending Balance' column that will add the amounts in the following columns: 'Treasury Beginning Balance', 'Increase to Balance', and 'Decrease to Balance' to put the result in the 'Treasury Ending Balance' column	
	CC. Add formulas at the bottom of each of the above columns to add the amounts of the column at the bottom	
	DD. Add 'Totals' to the bottom row at the end of data in the 'Treasury Account Symbol' column	
	EE. Be sure the total of 'Treasury Ending Balance' matches the totals of the other columns adding together as well as the totals in that column	
	FF. Go to Reports page of GWA and select Transactions under Account Statement	Ref. Step 11FF-This report is necessary to capture amounts

Roles and Responsibilities	Action	Tips
	GG. Leave Agency and Bureau as is	submitted by the Department of Interior against AOF 80F3875 for payroll information. This is reflected on the report as the reporting ALC 14019999. The amount transmitted by DOI as a decrease is offset by the amount transmitted by each NASA center as an increase. The net for 80F3875 for payroll/labor data should be zero.
	HH. Be sure Account type is Expenditure in the dropdown field	
	II. Select Clearing Accounts from the Fund Type dropdown menu	
	JJ. Select 80F3875 from the Treasury Account Symbol dropdown menu	
	KK. Leave Activity Type as 'All'	
	LL. Select the appropriate fiscal year from the Account Period dropdown menu	
	MM. Select the appropriate month from the 'Month of ___only' dropdown menu	
	NN. Click 'Download' button	
	OO. Click button next to 'Excel' for Download File Type	
	PP. Check the box next to 'Include table headings'	
	QQ. Click 'Download' button	
	RR. Click Open in pop-up box that appears	
	SS. Click File at the top of report	
	TT. Click Save As	
	UU. Click the dropdown arrow next to Save in:	
	VV. Click nssc-shared N:drive from dropdown selection	

Roles and Responsibilities	Action	Tips
	WW. Scroll to Financial Accounting Branch folder and double click	
	XX. Double click on FBWT folder	
	YY. Double click appropriate center folder	
	ZZ. Double click on appropriate month folder	
	AAA. Name file as center abbreviation, underscore, GWA3875, underscore, monthdayyear (mmddyy).	
	BBB. Click Save button	
	CCC. Run the report from step LL above but select 80F3885 from the Treasury Account Symbol dropdown menu	Ref. Step 11CCC-This report is necessary to capture amounts reported by the Department of Health and Human Services against 80F3885 for letter of credit information. This is reflected on the report as reporting ALC 75010502. The amount transmitted by DHHS as a decrease is offset by the amount reported by each NASA center as an increase. The net for 80F3885 for LOC data should be zero
	DDD. Continue as with previous directions	
	EEE. Name file as center abbreviation, underscore, GWA3875, underscore, monthdayyear (mmddyy).	
	FFF. Compile the 80F3875 and 80F3885 reports	
	GGG. Compare the amounts reported on the DOI and HHS ALCs to the payroll/labor and LOC JVs and supporting documentation to identify which amount reported by DOI and HHS corresponds to which center's ALC	
	HHH. Highlight the correct amounts being compared	
	III. Note any variances	

Roles and Responsibilities	Action	Tips
	JJJ. Retrieve the FBWT Cash Reconciliation Template for center being reviewed from N: drive, Financial Accounting Branch, FBWT, Center, Month	Ref. Step 11JJJ- A CPE template is included with a NATS request each month.
	KKK. Open FBWT Cash Reconciliation Template	
	LLL. Go to previous month tab	
	MMM. Copy this tab	
	NNN. Rename tab to current month	
	OOO. Retrieve GWA report previously saved	
	PPP. Retrieve GWA3875 report previously saved	
	QQQ. Retrieve GWA report previously saved	
	RRR. Enter amounts (copy and paste) by AOF from GWA reports into the TREAS column of the FBWT Cash Reconciliation Template	
	HHH. Retrieve SAP GR55/ZAOF report previously saved	
	III. Enter amounts (copy and paste) by AOF from SAP GR55 report into the SAP column of the FBWT Cash Reconciliation Template	
	JJJ. Be sure formulas are in place and calculating properly	
	KKK. Save changes to the FBWT Cash Reconciliation Template	
	LLL. Copy the current month tab of the FBWT Cash Reconciliation Template	

Roles and Responsibilities	Action	Tips
	MMM. Open the Critical Path Element template spreadsheet NNN. Click on CPE 2 OOO. Click on the left hand corner box PPP. Paste the FBWT Cash Recon current month tab here QQQ. Verify the amounts copied over correctly RRR. Compile reports and supporting documentation and give to FBWT Civil Servant for review	Ref. Step 11RRR-Refer to FMR Vol. 19 for due dates
Step 11 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reporting—Critical Path Element 2 – FBWT: Cash difference (External: NASA vs. Treasury /PMC Ch. 2**	A. Receive CPE 2 package from Service Provider B. Review provided documentation for accuracy and completeness C. Retrieve Cash Reconciliation spreadsheet sent from HQ OCFO/DAB from N: drive, Financial Accounting Branch, FBWT, Center, Month D. Compare the total amount of difference from the HQ spreadsheet Cash Rec tab by business area with the computed difference on the FBWT Cash for that center E. Request additional documentation, etc or correction from Service Provider if totals of FBWT Cash Recon template do not match the HQ Cash Rec spreadsheet	(steps A-BB tie to process flow box 62)

Roles and Responsibilities	Action	Tips
	F. Review noted variances G. Research variances between Treasury and SAP cash balances H. If necessary, contact appropriate user for explanation and plan to correct I. Update CPE 2 template as necessary J. Retrieve Chapter 2 Periodic Monitoring Controls Certification Sheet from N: drive, Financial Accounting Branch, Center, Month K. Change the Report Month to the current month being reported L. Mark the appropriate box for Exceptions or No Exceptions M. Update the Preparer's Name, Prepared Date N. Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date O. Click File at the top of page P. Click Save As Q. Click the dropdown arrow next to Save in: R. Click nssc-shared N:drive from dropdown selection S. Scroll to Financial Accounting Branch folder and double click	Ref. Step 11F-Possible variances: SAP cash transaction posted with a blank ALC and an SR was submitted but the fix wasn't in place before that period's FMS224 was transmitted; an invoice was posted and cleared to cash with one center's BA and another's ALC; SVU AR migration postings to 1010.9821; Fund Balance Warrants issues due to 9998 corrections posting to 1010.5000; Treasury shows activity that is not posted in SAP in either the correct AOF or suspense AOF, etc.

Roles and Responsibilities	Action	Tips
	T. Double click on FBWT folder U. Double click appropriate center folder V. Double click on appropriate month folder W. Name file as center abbreviation, underscore, PMC Ch 2, underscore, monthdayyear (mmddyy). X. Click Save button Y. Print the certification sheet Z. Sign the PMC Certification sheet next to Preparer AA. Combine all necessary support documentation with the preparer's signed sheet BB. See Step 17	
Step 12 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reporting—Critical Path Element 4 FBWT: Review Suspense Accounts over 60 Days /PMC Ch. 3**	A. Log into SAP B. Type transaction code FMFG_E_TRANS_REG in the top left box on the main page C. Click the green checkmark next to the box or press Enter on the keyboard D. Enter the appropriate fiscal year next to the Fiscal Year box in the General section at the top of the screen E. Enter the appropriate posting period to be viewed next to the Posting Period box in the General section at the top of the screen F. Click on the multiple selection	(steps A-ZZZ tie to process flow box 62)

Roles and Responsibilities	Action	Tips
	button to the right of Funds in the Specific Options section in the middle of the screen G. On the Select Single Values tab under Single Value type NON3875 H. Press Tab twice I. Type NON3885 on the next line J. Click the copy button (clock) at the bottom left of that box to return to the main entry screen K. Enter the appropriate center business area to be viewed next to Business Area in the Specific Options section in the middle of the screen L. Click on the multiple selection button (box w/yellow arrow) to the right of the Account fields M. On the Select Single Values tab under Single Value type GL cash account 1010.6100 N. Press Tab twice O. Enter the GL cash account 1010.5100 on the next line P. Press Tab twice Q. Enter the GL cash account 1010.5215 on the third line R. Continue until all appropriate 224 related cash accounts are entered S. Click the copy button (clock) on the bottom left of the box	Ref. Step I-type other suspense funds as needed. Add template for additional fund if necessary

Roles and Responsibilities	Action	Tips
	T. Uncheck the 'Show by Original Document' in the Options section at the bottom of the page	
	U. Click the Execute button (clock)	
	V. Once report appears click the Change Layout button (Rubik's cube)	
	W. Click Text from the right hand box	
	X. Click the arrow pointing left to add the selection to the left hand box	
	Y. Click the green checkmark	
	Z. In the report click on the Fund header	
	AA. Click the Subtotal button to get the total of the amounts posted to each of the suspense funds	
	BB. Click the Local file button (green paper with yellow arrow)	
	CC. Click the button next to Spreadsheet	
	DD. Click green checkmark	
	EE. Click dropdown arrow next to 'Directory'	
	FF. Click dropdown to display path beside 'Save in'	
	GG. Click nssc shared drive N:	
	HH. Scroll to Financial Accounting Branch folder and double click on it	

Roles and Responsibilities	Action	Tips
	II. Double click on FBWT folder	
	JJ. Double click on appropriate center folder	
	KK. Double click on appropriate month folder	
	LL. Name file as center abbreviation, underscore, TRsuspense, underscore, monthdayyear (mmddyy).	
	MM. Click Save button	
	NN. Click Generate on the next screen	
	OO. In the saved Excel file Copy tab to create a duplicate of Tab 1	
	PP. Rename Tab 2 as 'NON3885'	
	QQ. Insert a new worksheet into the workbook	
	RR. Copy the header line from NON3885 tab	
	SS. Paste to the new tab	
	TT. Cut the NON3875 transactions from the NON3885 tab	
	UU. Paste the NON3875 transactions to the new tab	
	VV. Rename this new tab NON3875	
	WW. Separate offsetting transactions and paste to bottom of worksheet	
	XX. Go to NON3885 tab	

Roles and Responsibilities	Action	Tips
	YY. Separate offsetting transactions and paste to bottom of worksheet	
	ZZ. Retrieve suspense JV and support documentation (hardcopy, electronic, and/or from TechDoc)	
	AAA. Retrieve previous month CPE 4-F3875 template	Ref. Step 11AAA-From N: drive, Financial Accounting Branch, FBWT, Center, Month
	BBB. Save this template with new name for current month— center abbreviation, underscore, CPE43875, underscore, monthdayyear (mmddyy).	
	CCC. Change dates in the header of this template	
	DDD. Copy data from the 3875 tab of the TRsuspense worksheet into the appropriate column of the CPE4 Template	
	EEE. Delete previous suspense items that have an offset in the current month from the CPE4 Template	
	FFF. Move remaining suspense items to appropriate aging heading	
	GGG. Add new suspense transactions to the 'Items 0-30 Days' Heading of the CPE4 Template	Ref. Step 11GGG- Headings: 'Items 0-30 Days'; Items 31-60 Days'; Items Over 60 Days
	HHH. Be sure formulas for totals of each section are correct	
	III. Be sure Grand Total formula captures totals of each section correctly	

Roles and Responsibilities	Action	Tips
	JJJ. Compare Items on the template to suspense documentation to be sure all items are captured	
	KKK. Fill in 'Reason Still in Suspense' on the template as known	
	LLL. Fill in 'Area' column on the template with the Center or NSSC functional area responsible for posting the transaction to the appropriate AOF or making correction in order to remove the item from suspense	
	MMM. Retrieve previous month CPE 4-F3885 template	
	NNN. Save this template with new name for current month— center abbreviation, underscore, CPE43885, underscore, monthdayyear (mmddyy).	
	OOO. Change dates in the header of this template	
	PPP. Copy data from the 3885 tab of the TRsuspense worksheet into the appropriate column of the CPE4 Template	
	QQQ. Delete previous suspense items that have an offset in the current month from the CPE4 Template	
	RRR. Move remaining suspense items to appropriate aging heading	
	SSS. Add new suspense transactions to the 'Items 0-30 Days' Heading of the CPE4	

Roles and Responsibilities	Action	Tips
	Template	
	TTT. Be sure formulas for totals of each section are correct	
	UUU. Be sure Grand Total formula captures totals of each section correctly	
	VVV. Compare items on the template to suspense documentation to be sure all items are captured	
	WWW. Fill in 'Reason Still in Suspense' on the template as known	
	XXX. Fill in 'Area' column on the template with the Center or NSSC functional area responsible for posting the transaction to the appropriate AOF or making correction in order to remove the item from suspense	
	YYY. Save updated CPE43875 and CPE3885 Templates in the N: drive, Financial Accounting Branch, FBWT, Center, Month	
	ZZZ. Communicate report status and provide any hardcopy documentation to the FBWT Civil Servant	Ref. Step 11ZZZ-Refer to FMR Vol. 19 for Critical Path Element and Periodic Monitoring and Controls due dates
Step 12 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reporting—Critical Path Element 4 FBWT: Review Suspense**	A. Receive Center CPE 4 documentation and status from service provider B. Retrieve Center CPE4 3875 and CPE4 3885 templates from N: drive. Financial Accounting Branch, Center, Month	(steps A-WW tie to process flow box 62)

Roles and Responsibilities	Action	Tips
Accounts over 60 Days /PMC Ch. 3	C. Retrieve Center TRsuspense spreadsheet from N: drive, Financial Accounting Branch, FBWT, Center, Month	
	D. Review the templates, spreadsheets, and support documentation	
	E. Log into SAP	
	F. Type GR55 in the field box	
	G. Click the green checkmark	
	H. Enter ZAOF in the field next to 'Report'	
	I. Click the Execute button (clock)	
	J. Enter the appropriate fiscal year in the field next to 'Fiscal Year'	
	K. Enter the appropriate period in both fields next to 'Period' (use same period number in both)	
	L. Click the multiple select arrow to the right of 'Or values' under 'Accounts'	
	M. Click the Select Ranges tab	
	N. Type 1010.1000 in the Lower Limit	
	O. Press Tab	
	P. Type 1010.4999 in the Upper Limit	
	Q. Press Tab twice	
	R. Type 1010.5100 in the Lower Limit of the next line	

Roles and Responsibilities	Action	Tips
	S. Type 1010.9999 in the Upper Limit	
	T. Click on Single Values tab	
	U. Type 2400.1000 in the Single Values field	
	V. Click the Copy button (clock)	
	W. Type the appropriate center business area in the field next to 'Or Values' under Business Area Set ID	
	X. Click the multiple selection arrow to the right of 'Or Values' under 'Fund Set ID'	
	Y. Click the 'Select Single Values' tab	
	Z. Type NON3875 in the field under Single Value	
	AA. Press Tab twice	
	BB. Type NON3885 on the next line	
	CC. Click the Copy button (clock)	
	DD. Click the Execute button (clock	
	EE. When the report appears click the NON3875 fund	
	FF. Click the Print button (printer) to print a copy	
	GG. Compare the GR55 totals for NON3875 1010 and 2400 accounts to the CPE4 3875 template totals	
	HH. Click the NON3885 fund in the SAP GR55 report	

Roles and Responsibilities	Action	Tips
	II. Click the Print button (printer) to print a copy	
	JJ. Compare the 1010 GR55 total for NON3885 and 2400 GR55 total to the CPE4 3885 template totals	
	KK. If the totals do not agree go to the service provider and assist in finding the missing or undeleted suspense item	
	LL. Coordinate with Center and NSSC functional areas to obtain clear updated explanations and plan of action for remaining suspense items	
	MM. Update the CPE 4 templates as needed	
	NN. Retrieve Chapter 3 Periodic Monitoring Controls Certification Sheet from N: drive, Financial Accounting Branch, FBWT, Center, Month	
	OO. Change the Report Month to the current month being reported	
	PP. Mark the appropriate box for Exceptions or No Exceptions	
	QQ. Update the Preparer's Name, Prepared Date	
	RR. Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date	
	SS. Save the updated sheet with the center abbreviation, underscore, PMC Ch 3, underscore, monthdayyear	

Roles and Responsibilities	Action	Tips
	(mmddyy). in the N: drive, Financial Accounting Branch, FBWT, Center, Month TT. Print the certification sheet UU. Sign the PMC Certification sheet next to Preparer VV. Combine all necessary support documentation with the preparer's signed sheet WW. See Step 17	
Step 14 **NSSC FBWT Service Provider** **FBWT Reconciliation** **Reporting—PMC Chapter 22 Business Area and Agency Location Code Activity**	A. Log into SAP B. In the open field on the main menu page type the transaction code GR55 C. Click the green arrow next to the box or press Enter on the keyboard D. Type 'ZAOF' in the box next to Report Group E. Click the Execute button (clock) F. Type the appropriate fiscal year in the field next to Fiscal Year G. Company code should be NASA H. Enter the appropriate accounting fiscal period in both fields next to Period I. Click the green multiple selection button to the right of 'Or values' field J. Enter each of the SGL Cash accounts in the 'Select Single	(steps A-ZZZ tie to process flow box 62)

Roles and Responsibilities	Action	Tips
	Values' fields	
	K. Click copy button (clock) on this screen to save the entered values	
	L. Enter appropriate business area in the 'Or values' field under Business Area Set ID	
	M. Click Execute button (clock) to begin running the trial balance report	
	N. Click Report at the top left of the page when the report is ready	
	O. Under Report click Print	
	P. Be sure 'Current report' is marked	
	Q. Click the green checkmark or press Enter on the keyboard to print the report	
	R. Go back to on-screen report	
	S. Click on Options/Office Integration button (looks like blinds)	
	T. Click next to Microsoft Excel	
	U. Click green checkmark	
	V. Click Enable Macros on the resulting pop-up screen	
	W. This will put the on-screen report into Excel form	
	X. Click on File in the Excel form	
	Y. Click 'Save copy as'	
	Z. Click dropdown to display path	

Roles and Responsibilities	Action	Tips
	beside 'Save in'	
	AA. Click nssc shared drive N:	
	BB. Scroll to Financial Accounting Branch folder and double click on it	
	CC. Double click on FBWT folder	
	DD. Double click on appropriate center folder	
	EE. Double click on appropriate month folder	
	FF. Name file as center abbreviation, underscore, GR55BA, underscore, monthdayyear (mmddyy).	
	GG. Click Save button	
	HH. Click Enable macros when prompted	
	II. In saved worksheet click Tools	
	JJ. Click Protection	
	KK. Click Unprotect Worksheet	
	LL. Save changes for later use	
	MM. Open a separate session in SAP by clicking on the Create a New Session button on the upper right of the screen (looks like a sunburst)	
	NN. Open GR55/ZAOF	
	OO. Use same criteria as above except for Business Area	
	PP. Enter the appropriate ALC in the field next to 'Or values' under Agency Location Code	

Roles and Responsibilities	Action	Tips
	QQ. Click the Execute button	
	RR. Compare the total by ALC to the above total by BA	
	SS. In the report run by BA click on Agency Location Code in the upper left side of the displayed report	
	TT. Click on each ALC to be sure there are no postings to one Center's BA that has another Center's ALC associated with it or that there are no postings where the ALC is blank	
	UU. Click on Fund to check for blank fund associated with a 1010 account	Ref. Step 14UU-this will need to be corrected to reflect on the SAP 224 properly
	VV. In the report run by ALC click on Business Area in the upper left side of the displayed report	(step VV ties to process flow box 27)
	WW. Click on each BA to be sure there are no postings to one Center's ALC that has another Center's BA associated with it	
	XX. Note any differences	
	YY. Click Report at the top left of the page when the report is ready	
	ZZ. Under Report click Print	
	AAA. Be sure 'Current report' is marked	
	BBB. Click the green checkmark or press Enter on the keyboard to print the report	Ref. Step 14BBB-Refer to FMR Vol. 19 for due dates

Roles and Responsibilities	Action	Tips
	CCC. Go back to on-screen report	
	DDD. Click on Options/Office Integration button (looks like blinds)	
	EEE. Click next to Microsoft Excel	
	FFF. Click green checkmark	
	GGG. Click Enable Macros on the resulting pop-up screen	
	HHH. This will put the on-screen report into Excel form	
	III. Click on File in the Excel form	
	JJJ. Click 'Save copy as'	
	KKK. Click dropdown to display path beside 'Save in'	
	LLL. Click nssc shared drive N:	
	MMM. Scroll to Financial Accounting Branch folder and double click on it	
	NNN. Double click on FBWT folder	
	OOO. Double click on appropriate center folder	
	PPP. Double click on appropriate month folder	
	QQQ. Name file as center abbreviation, underscore, GR55ALC, underscore, monthdayyear (mmddyy).	
	RRR. Click Save button	
	SSS. Click Enable macros when prompted	
	TTT. In saved worksheet click Tools	

Roles and Responsibilities	Action	Tips
	UUU. Click Protection VVV. Click Unprotect Worksheet WWW. Contact user to try to resolve the difference XXX. Submit Service Request (SR) to Competency Center for any system related issues YYY. Compile package with any supporting documentation ZZZ. Give to FBWT Civil Servant to review	
Step 14 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reporting—PMC Chapter 22 Business Area and Agency Location Code Activity**	A. Retrieve Chapter 22 Periodic Monitoring Controls Certification Sheet from N: drive, Financial Accounting Branch, FBWT, Center, Month B. Change the Report Month to the current month being reported C. Mark the appropriate box for Exceptions or No Exceptions D. Update the Preparer's Name, Prepared Date E. Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date F. Save the updated sheet with the center abbreviation, underscore, PMC Ch 22, underscore, monthdayyear (mmddyy). in the N: drive, Financial Accounting Branch, FBWT, Center, Month	(steps A-J tie to process flow box 62)

Roles and Responsibilities	Action	Tips
	G. Print the certification sheet H. Sign the PMC Certification sheet next to Preparer I. Combine all necessary support documentation with the preparer's signed sheet J. See Step 17	
Step 15 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reporting—Statement of Difference**	A. Retrieve documentation items that are known to cause a statement of difference with Treasury in the current report month as noted in Step 8-LL B. Retrieve current month transmitted FMS 224 C. Retrieve previous month's SOD spreadsheet D. Compare noted SOD items to transmitted FMS 224 and to previous SOD spreadsheet E. Move cleared SOD items from SOD spreadsheet tab to 'Cleared' tab F. Update SOD tab with items identified as SOD for current report month G. Coordinate with Center and NSSC functional areas to obtain clear and updated explanations and plans of action for these SOD items H. Log into GOALS II I. Click Statement of Differences under Agency Location Code on the main page J. Select 'Statement of	(steps A-LL tie to process flow box 62) Ref. Step 13H-www.fmsapps.treas.gov/ias

Roles and Responsibilities	Action	Tips
	Differences-Deposits' from the dropdown menu next to Report K. Select the appropriate month and year from the dropdown menu next to Accounting Period L. Select appropriate Center ALC from the dropdown menu next to Agency Location Code M. Select 'All' from the dropdown menu next to Age N. Click 'New Report' button O. Click text to save the report as a text file P. Click File in the report file pop-up window Q. Click 'Save As' R. Name the file as center abbreviation, underscore, SODdep, monthdayyear (mmddyy). S. Select N: drive, Financial Accounting Branch, FBWT, Center, Month from dropdown menu next to Save In T. Click Save button U. Click Statement of Difference in the location path at the top of the page to return to report selection screen V. Select Statement of Differences-Disbursements from the dropdown menu next to Report W. Select appropriate center ALC	

Roles and Responsibilities	Action	Tips
	from the dropdown menu next to Agency Location Code	
	X. Select appropriate month and year from dropdown menu next to Accounting Period	
	Y. Select All from the dropdown menu next to Age	
	Z. Click New Report button	
	AA. Click Text to save the report as a text file	
	BB. Click File in the report file pop-up window	
	CC. Click 'Save As'	
	DD. Name the file as center abbreviation, underscore, SODdisb, monthdayyear (mmddyy).	
	EE. Select N: drive, Financial Accounting Branch, FBWT, Center, Month from dropdown menu next to Save In	
	FF. Click Save button	
	GG. Compare the SOD spreadsheet to the GOALS II reports	
	HH. Research any differences and identify missing or undeleted items	
	II. Update SOD spreadsheet	
	JJ. Save updated SOD spreadsheet as center abbreviation, underscore, SOD items, underscore, monthdayyear (mmddyy). in N: drive, Financial Accounting	

Roles and Responsibilities	Action	Tips
	Branch, FBWT, Center, Month KK. Send SOD spreadsheet and GOALS reports to FAB Senior Accountant for review and signoff LL. Retain documentation to submit to HQ and make available to Centers	
Step 16 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Reporting—FIDO**	A. Receive request for FIDO suspense amounts from NATS request	Ref. Step 14A-FIDO data is due monthly on the 5th workday of the month following the report month. (steps A-F tie to process flow box 62)
	B. Retrieve requested report month suspense spreadsheets from N: drive, Financial Accounting Branch, FBWT, Reports, Center, Month	
	C. Use suspense spreadsheet to get net suspense over 60 days and percentage of change from prior month	
	D. Use suspense spreadsheet to get absolute value of suspense over 60 days and percentage of change from prior month	
	E. Provide explanations for increase or decrease in percentage change as needed per request	
	F. Submit data via NATS upload	Ref. Step 14F-NATS is NASA Audit Tracking System. Instructions for using NATS are located in the NSSC shared N: drive.

Roles and Responsibilities	Action	Tips
Step 17 **NSSC FBWT Civil Servant** **FBWT Reconciliation** **Report Submission**	A. Compile CPE 1, CPE 2, CPE 4 and PMC packages previously prepared B. Update CPE summary template with final variance amounts C. Submit compiled CPE and PMC packages to FAB Senior Accountant for review D. FAB Senior Accountant notes questions and returns to preparer for further explanation or forwards to Chief, FAB for review E. Chief, FAB reviews and forwards to Chief, Service Delivery Directorate F. Chief, Service Delivery Directorate reviews and forwards to CFO for final review and signature of all FBWT CPEs and PMCs G. CFO returns signed packages to preparer H. Load CPE worksheets with summary, CPE 1, CPE 2, CPE 4 80F3885, and CPE 4 80F3875 templates for each center into NATS on the NATS request for that month by the due date I. Take signed PMC packages to TechDoc with routing slip showing where to save the documents	(steps A-G tie to process flow box 62-64) Ref. Step 14A-Reference FMR Vol. 19 for CPE and PMC due dates (step H ties to process flow box 64) (steps I-J tie to process flow box 69)

Roles and Responsibilities	Action	Tips
	J. Once all PMC packages are scanned retrieve each and e-mail to appropriate OCFO-DAB contact	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Financial Accounting Branch/FBWT	Submission of FMS 224	Department of Treasury	Prepare and submit Treasury FMS 224 by third workday of following month
Financial Accounting Branch/FBWT	Preparation and submission of reports for FMR Vol. 19	NASA Headquarters	Prepare and submit suspense listing, FBWT internal and external reports for critical path and periodic monitoring controls in accordance with FMR Vol. 19 guidelines
Financial Accounting Branch/FBWT	Metric Tracking System	NASA Headquarters	% Unreconciled Green: <=2% Yellow: >2%<=10% Red: >10%
Financial Accounting Branch/FBWT	Metric Tracking System/FIDO	NASA Headquarters	Amount in Suspense > 60 Days Old (Absolute Value) Green: <=10% Yellow: >10% <=20% Red: >20%

System Components
Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP/IEMP	Integrated Financial Management System	*Z:AG_DISP_ONLY* *Z:AUD_SGLRECON* *Z:SGLCOMM* *Z:SGLRECON* *Z:SLDATVAL* *Z:SLEXINGN* *Z:SLFNIANA* *Z:SLJRNLPR* *Z:SLMGTIGN*	
Treasury GOALS II	Treasury system used to extract reports of vendor payment schedules paid by Treasury Regional Finance Centers (RFCs)	User Role from Treasury	
Treasury IPAC	Treasury system used to extract reports of IPAC transactions for a specified time period	User Role from Treasury	
Treasury CashLink II	Treasury system used to extract reports of deposits/debit vouchers for cash collections deposited with Treasury	User Role from Treasury	
Treasury GWA	Treasury system used to extract reports of FMS 224 submission by ALC and on behalf of ALC by other agencies.	User Role from Treasury	
Pay.gov	System used for notification of EFT Cancellations	User Role from Treasury	
Tech Doc	Document imaging system for document storage and retention	User Role at NSSC	
Competency Center Remedy	System used to submit and track IEMP Service Requests	User Role at NSSC	
NSSC Remedy	System for tracking Help Desk requests	User Role at NSSC	

New Systems

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
Agency Cash Reconciliation Tool	Tool used to match SAP cash transactions with Treasury transactions based on Treasury's assigned Document Reference Number (DRN) developed by Goddard Space Flight Center ; requires Cold Fusion, access to SAP tables SE17, BSIS, FMUSFGA, BKPF and Treasury systems	User Role at NSSC	

Customer Contact Center Strategy

The NSSC Contact Center Service Delivery Guide provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

The NSSC Customer Contact Center can be reached via phone, fax or e-mail.

Email queries: nssc-contactcenter@nasa.gov
Fax queries: 1-866-779-6772
Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

Appendix A

Visio Cross Functional Flowchart Process Flow

Fund Balance With Treasury

* from pg 7

1

Fund Balance With Treasury

NSSC IT	

| NSSC F BWT | A → **16** Utilize Cash Recon Tool Reports To Identify Invoice Reversals, FI Invoice, & Other Center Cash Variances (Daily) → **17** Contact Center Functional Area for Explanation/Clearing of Variances (Daily or as new variances ID'd in month) |

| NSSC Functional Area | |

| NSSC JV Approver | |

| NSSC JV Processor | |

| Center Functional Area | **18** Research Variance Related to FI Invoices & Reversals or Other Cash Transaction Temporarily at Centers; Determine Need to Suspense Cash Transaction → Suspense Needed? — No → B / — Yes → C ; —SUSPENSE— H* |

* from pg 7

2

Fund Balance With Treasury

NSSC IT		
NSSC FBWT		**19** Run Cash Recon Tool Reports to Review Updated Status of Previous Variances (Daily or as needed) → **20** Review Provided Documentation for Completeness → D
NSSC Functional Area		
NSSC JV Approver	**22** Review Center FI Invoice, FI IPAC, Invoice Reversal Suspense Documentation for Approval/Disapproval → Approved? —No / —Yes→ **23** Notify JV Processor To Post JV	**25** Contact Appropriate Person for Correction/ Explanation of Disapproved Parked Suspense JV
NSSC JV Processor	**21** Provide JV Template and Supporting Documentation to JV Approver (As needed)	**24** Park/Post Suspense JV / **26** Correct Disapproved Suspense JV
Center Functional Area	No / B / C	
Comp Center	3	

Fund Balance With Treasury

NSSC IT		
NSSC FBWT	D → **27** Run SAP Trial Balance to Determine If Cash Postings Have Blank or Incorrect ALC, Blank AOF (Daily) → Need SR for blank or incorrect ALC? —Yes→ **28** Submit Service Request for FBWT Issue To Comp Center (As needed) / **31** If Corrected Check SR Correction in SAP, Cash Recon Tool, SAP 224 / **32** Request DOI/Labor and HHS/LOC JVs and Supporting Documentation (Month end; if not already provided)	
NSSC Functional Area		
NSSC JV Approver		
NSSC JV Processor		
Center Functional Area	**33** Prepare DOI/Labor JV & HHS/LOC JV (Center JV Preparer Until Grants Move to NSSC) → E	
Comp Center	**29** Process FBWT SR → **30** Notify NSSC FBWT of SR Correction/ Status	

4

Fund Balance With Treasury

NSSC IT							
NSSC FBWT				**37** Review Provided Documentation and Reconcile to SAP (Bi-weekly, month-end)	**38** Review, Research, & Resolve Prior Month Suspense and Statement of Difference(SOD) Items (Daily, as needed)	**39** Consolidate Current Month Variances and Update Cumulative Variance Spreadsheet (Just prior to month-end)	F
NSSC Functional Area							
NSSC JV Approver							
NSSC JV Processor							
Center Functional Area	E	**34** Approve DOI/Labor JV & HHS/LOC JV (Center JV Approver Until Grants Move to NSSC)	**35** Post DOI/Labor JV & HHS/LOC JV (Center JV Processor Until Grants Move to NSSC) (Bi-weekly, month-end)	**36** Provide JV & Supporting Documentation to NSSC FBWT Via E-mail or Fax			

5

Fund Balance With Treasury

NSSC IT	
NSSC FBWT	**F** → **40** Conduct Status Briefing with NSSC and Center Functional Areas for Update of Current & Prior Month Variances (Just prior to month-end) ... **45** Run SAP 224 (Month-end) → **46** Run Final Cash Recon Tool Reports (Month-end) → **47** Total Amounts From All Treasury Activity (Month-end) → **G**
NSSC Functional Area	**41** Attend Status Briefing To Update NSSC FBWT of Status of Current/ Prior Month Variances → **44** Complete All Cash Transactions By End of 1st Day Of Month Following Report Month
NSSC JV Approver	
NSSC JV Processor	
Center Functional Area	**42** Attend Status Briefing To Update NSSC FBWT of Status of Current/ Prior Month Variances → **43** Complete All Cash Transactions By End of 1st Day Of Month Following Report Month

6

Fund Balance With Treasury

NSSC IT	
NSSC FBWT	G → **48** Compare SAP 224 to Cash Recon Tool & Treasury Totals (Month-end) → **49** Identify Final Variances & Determine Disposition (Month-end) → ⟨Suspense of SOD?⟩ — SOD → **50** List Transactions Making Up SOD To Monitor Clearing Next Month (Month-end) → **51** Prepare FMS224 For Transmission To Treasury (Month-end) → **52** Review & Sign Prepared 224 Prior To Submission To Treasury (FAB Lead) (Month-end) → I
NSSC Functional Area	SUSPENSE ↓ ⟨H'⟩
NSSC JV Approver	
NSSC JV Processor	
Center Functional Area	

'tc pg 1

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Fund Balance With Treasury

NSSC IT	
NSSC FBWT	I → **53** Need For Manually Adjusted FMS 224? — Yes → **54** Prepare and Send To OCFO For Approval (Month-end if needed) ... **57** Correct FMS 224, Review, Sign and Resubmit To OCFO ... **58** Input Data on Treasury FMS 224 & Review Entries (Month-end) → J
NSSC Functional Area	NO
NSSC JV Approver	
NSSC JV Processor	
Center Functional Area	
OCFO	**55** Review Adjusted FMS 224 For Approval/ Disapproval → **56** Notify NSSC FBWT of Status → Approved ? — Yes / NO

8

Fund Balance With Treasury

NSSC IT	
NSSC FBWT	J → **59** Submit FMS 224 to Treasury (3rd Workday of Month Following Report Month) → **60** Review & Sign Submitted FMS 224 (Branch Chief) → **61** Make Transmitted 224 Package Available To Centers (Beginning new month) → **62** Prepare Suspense, SOD, Critical Path, PMC, FIDO Reports Per Regulations (Beginning of new month) → **63** Review & Approve Reports (Branch Chief, CFO) → K
NSSC Functional Area	
NSSC JV Approver	
NSSC JV Processor	
Center Functional Area	
OCFO	

9

Fund Balance With Treasury

NSSC IT	K	**64** Submit Reports by Appropriate Due Dates to OCFO DAB & c.c Centers	**69** Maintain Copies of Reports For Internal/External Use, Audits, etc. & Submit As Requested → END
NSSC Functional Area			
NSSC FBWT			
NSSC JV Approver			
NSSC JV Processor		No	
Center Functional Area		**65** Access Submitted Reports for Informational Use	**65a** Need Additional Information? —Yes→ **68** Notify NSSC FBWT Of Need For Additional Documentation For Internal/External Use, Audit, etc.
OCFO		**66** Review Reports *	**66a** Need Additional Information? —Yes→ **67** Notify NSSC FBWT Of Need For Additional Documentation For Internal/External Use, Audit, etc.

*Once Reports Are Deemed Finalized OCFO
Submits to Appropriate Government Agencies

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Appendix B

The purpose of this chart is to show the division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFOs of overall responsibility for the Center financial data and performance.

Fund Balance with Treasury Matrix

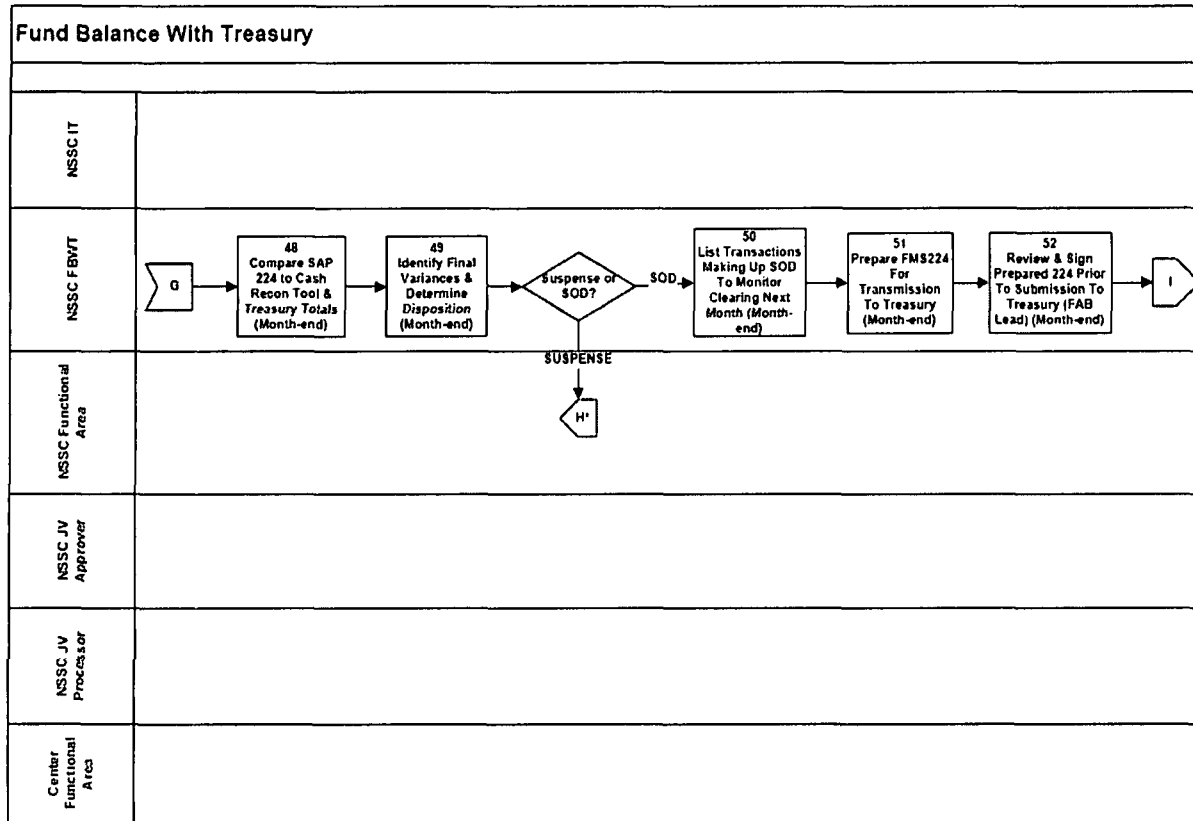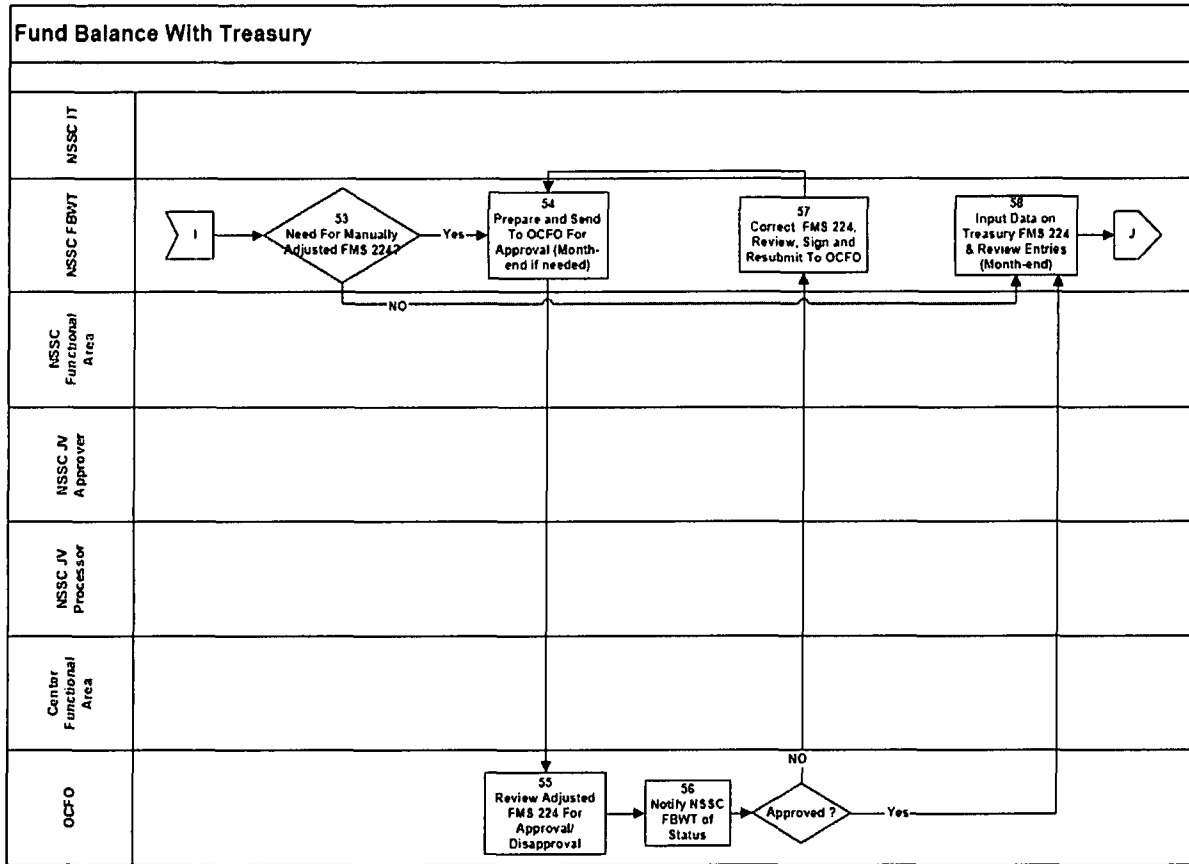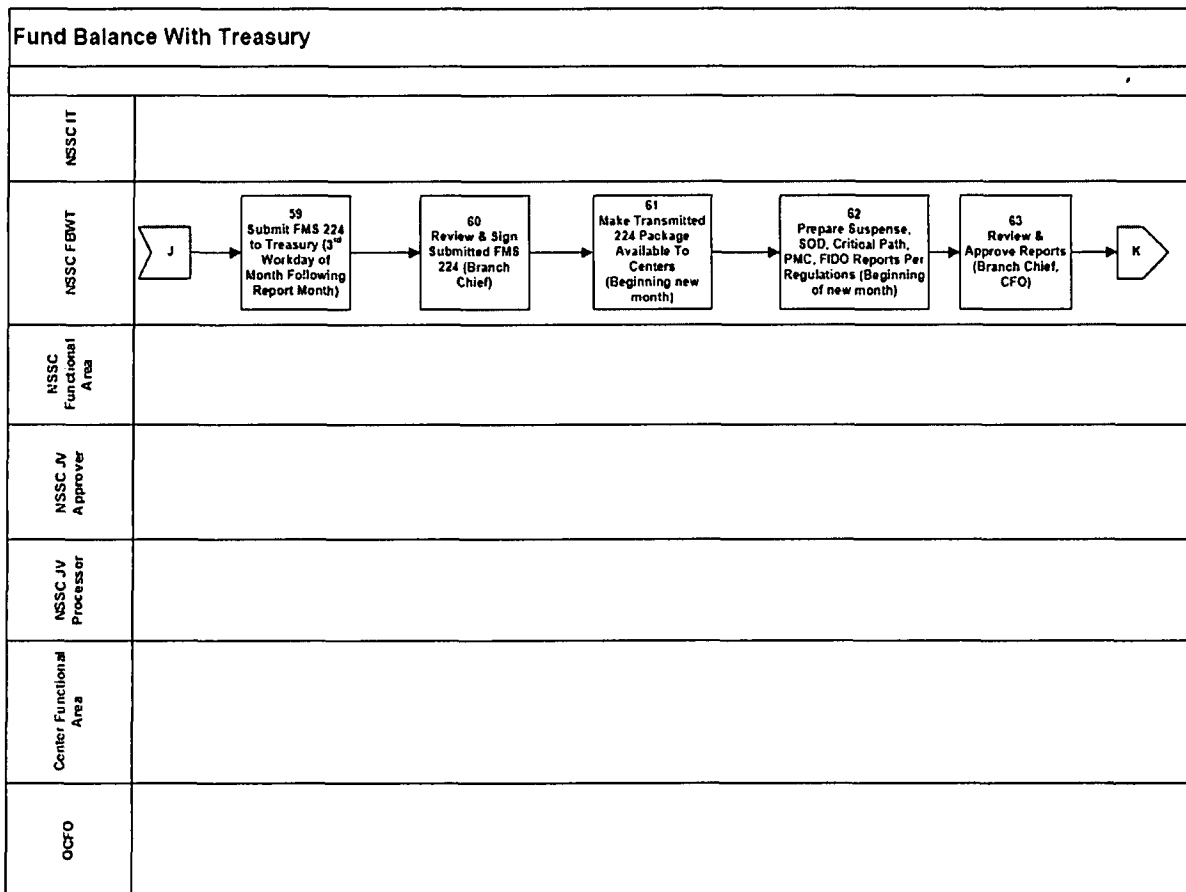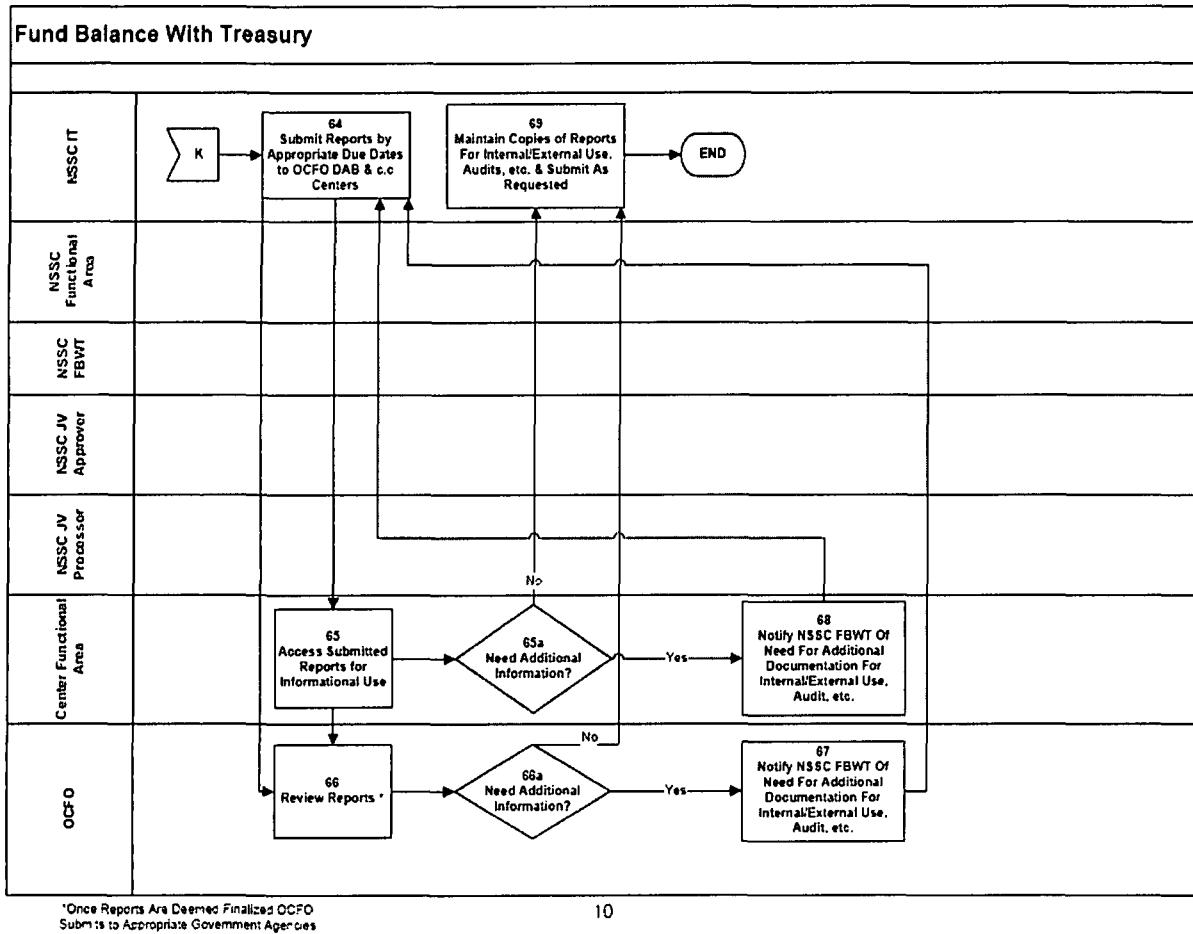|	PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
		CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
1	NSSC DAILY/WEEKLY CASH RECONCILIATION FLOW													
2	DOWNLOAD SAP DATA (CASH TRANSACTIONS)						X							
3	BKPF						X							
4	BSIS						X							
5	FMUSFGA						X							
6	DOWNLOAD TREASURY DATA						X							
7	TREASURY PAYMENTS						X							
8	DEPOSITS						X							
9	IPACS						X							
10	RESEARCH VARIANCES BETWEEN SAP AND TREASURY							X						
11	RESOLVE CANCELLED CHECK VARIANCES									X	X			
12	RESOLVE UNCONFIRMED DITS VARIANCES									X	X			
13	RESOLVE PCS TAX VARIANCES											X		
14	RESOLVE VARIANCES RELATED TO LABOR FILE LOADED INTO SAP AND POD 200		X											

	PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
		CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
15	RESOLVE LETTER OF CREDIT VARIANCES (CENTER UNTIL MOVES TO NSSC)	X												
16	RESOLVE REIMBURSABLE VARIANCES									X				
17	RESOLVE COLLECTION DIFFERENCES									X				
18	DETERMINE NEED TO SUSPENSE TRANSACTION (IPAC, CANCELLED CK, COLLECTION, OTHER CASH TRANSACTIONS THAT WILL TRANSITION AFTER INITIAL WAVES INCLUDING HHS/LOC JV)							X						
19	PROVIDE SUSPENSE JV TEMPLATE & DOCUMENTATION TO JV APPROVER													
20	IPAC							X						
21	OTHER CASH TRANSACTIONS (CANCELLED CHECKS, COLLECTIONS, ETC)							X						
22	REVIEW SUSPENSE DOCUMENTATION FOR APPROVAL/DISAPPROVAL								X					
23	CONTACT APPROPRIATE PERSONNEL FOR CORRECTION/EXPLANATION OF NSSC DISAPPROVED SUSPENSE JV								X					
24	CORRECT DISAPPROVED SUSPENSE JV							X						
25	PARK/POST APPROVED NSSC SUSPENSE JV							X						
26	IPAC							X						
27	CANCELLED CHECK							X						

	PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
		CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
28	COLLECTION							X						
29	OTHER CASH TRANSACTIONS AT NSSC							X						
30	REVIEW NORMAL BIWEEKLY LABOR JV DOCUMENTATION FOR APPROVAL/DISAPPROVAL					X								
31	REVIEW NORMAL MONTHLY GRANT JV DOCUMENTATION FOR APPROVAL/DISAPPROVAL					X								
32	CONTACT APPROPRIATE PERSONNEL FOR CORRECTION/EXPLANATION OF CENTER DISAPPROVED JV					X								
33	CORRECT DISAPPROVED JV	X*	X*											
34	POST APPROVED LABOR JV		X*											
35	POST APPROVED GRANT JV	X*												
36	MONITOR SUSPENSE AND/OR STATEMENT OF DIFFERENCE ITEMS FROM PRIOR MONTHS							X						
37	COORDINATE CLEARING OF SUSPENSE/STATEMENT OF DIFFERENCE (SOD) ITEMS FROM PRIOR MONTH WITH FUNCTIONAL PERSONNEL							X						

	PROCESS	CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
38	REVERSE PRIOR MONTH JV'S FOR ITEMS PROCESSED IN CURRENT MONTH							X						
39	WORK WITH NSSC FBWT POC TO CLEAR CASH VARIANCES BEFORE END OF MONTH AS APPLICABLE	X	X	X	X					X	X	X		
40	SUBMIT SERVICE REQUEST (SR) FOR FBWT ISSUES AS NEEDED (I.E. SYSTEM GENERATED ALC CASH MISPOSTINGS)							X						
41	PROCESS FBWT SERVICE REQUESTS (SR)													X
42	NSSC MONTHLY CASH RECONCILIATION FLOW													
43	DOWNLOAD FINAL SAP DATA FOR MONTH						X							
44	BKPF						X							
45	BSIS						X							
46	FMUSFGA						X							
47	DOWNLOAD FINAL TREASURY DATA FOR MONTH						X							
48	TREASURY PAYMENTS						X							
49	DEPOSITS						X							
50	IPACS						X							
51	LOAD SAP AND TREASURY DATA INTO CASH RECONCILIATION TOOL						X							

	PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
		CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNT ANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
52	USE CASH RECON TOOL TO IDENTIFY FINAL VARIANCES BETWEEN SAP AND TREASURY							X						
53	RUN SAP 224 FOR COMPARISON WITH TOOL 224 AND TREASURY TOTALS							X						
54	DETERMINE DISPOSITION OF FINAL VARIANCES --SUSPENSE OR STATEMENT OF DIFFERENCE							X						
55	IF SUSPENSE, PROVIDE SUSPENSE JV TEMPLATE & SUPPORTING DOCUMENTATION TO JV APPROVER							X						
56	REVIEW SUSPENSE DOCUMENTATION FOR APPROVAL/DISAPPROVAL								X					
57	POST APPROVED SUSPENSE JV							X						
58	COMMUNICATE WITH FUNCTIONAL PERSONNEL ON REMAINING VARIANCES AS NECESSARY							X						
59	DETERMINE NEED FOR MANUALLY ADJUSTED FMS224							X						
60	PREPARE FMS224 FOR TRANSMISSION TO TREASURY (MANUAL OR FROM SAP 224 DATA)							X						
61	REVIEW PRIOR TO TRANSMISSION								X					
62	IF MANUAL FMS224, SEND TO OCFO FOR APPROVAL							X						

	PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
		CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
63	APPROVE MANUAL FMS224												X	
64	SUBMIT FMS224 TO TREASURY (3RD WORKDAY)							X						
65	REVIEW AND SIGN SUBMITTED FMS224								X					
66	MAINTAIN SUPPORTING DOCUMENTATION							X						
67	REPORTING REQUIREMENTS													
68	SEND SOD, DEPOSIT FUND, FBWT CASH RECON SPREADSHEETS												X	
69	PREPARE SUSPENSE REPORT							X						
70	COMMUNICATE WITH FUNCTIONAL PERSONNEL ON EXPLANATION/PLAN OF ACTION FOR SUSPENSE ITEMS							X						
71	PROVIDE RESPONSE TO SUSPENSE REPORT ITEMS	X	X	X	X					X	X	X		
72	SUBMIT SUSPENSE REPORT (CRITICAL PATH ELEMENT DUE 12TH WORKDAY OR 9TH WORKDAY ON QUARTER MONTH ENDS)							X						
73	PREPARE STATEMENT OF DIFFERENCE EXPLANATIONS							X						
74	COMMUNICATE WITH FUNCTIONAL PERSONNEL ON EXPLANATION/PLAN OF ACTION FOR SOD ITEMS							X						

	PROCESS	CENTER					NSSC						AGENCY	CC
		GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
75	SUBMIT SOD REPORT TO OCFO FMD							X						
76	PREPARE EXTERNAL(SAP VS TREASURY) FBWT REPORT							X						
77	RESEARCH FBWT VARIANCES AND EXPLAIN							X						
78	SUBMIT FBWT REPORT (CRITICAL PATH ELEMENT DUE 12TH WORKDAY OR 9TH WORKDAY ON QUARTER MONTH ENDS)							X						
79	PREPARE INTERNAL(SAP 224 VS SUBMITTED FMS224) FBWT REPORT							X						
80	RESEARCH VARIANCES AND EXPLAIN							X						
81	SUBMIT FBWT REPORT (CRITICAL PATH ELEMENT DUE 12TH WORKDAY OR 9TH WORKDAY ON QUARTER MONTH ENDS)							X						
82	PREPARE FBWT DATA FOR FIDO 2A AND 2B REPORTING							X						
83	SUBMIT FIDO REPORT							X						
84	PREPARE CERTIFICATION SHEET FOR PMC CHAPTERS 1, 2, 22							X						
85	SUBMIT PMC CHAPTERS 1, 2, 22 (DUE 25TH CALENDAR DAY)							X						
86	MAKE FBWT DOCUMENTATION AVAILABLE TO CENTERS AS REQUESTED							X						
87	MAINTAIN SUPPORTING DOCUMENTATION							X						

PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION												
	CENTER					NSSC						AGENCY	CC
	GRANT POC	LABOR POC	AP POC	AR POC	JV APPROVER	INFO TECH (IT)	FBWT/ 224 ACCOUNTANT	CHIEF FAB	AP/AR	TRAVEL	PAYROLL	OCFO - DAB	COMP CENTER
*JV may be posted by SGL per center practice													

Appendix C

Acronyms

ACaRT	Agency Cash Reconciliation Tool
ACR	Agency Confirmation Report
ALC	Agency Location Code
AP	Accounts Payables
AR	Accounts Receivables
CFAB	Chief, Financial Accounting Branch
CPE	Critical Path Element
CSDD	Chief, Services Delivery Directorate
DEPVAR	Deposit Variance
DRN	Document Reference Number
DO	Disbursing Office
DOI	Department of Interior
DT	Deposit Ticket
DV	Debit Voucher
FAB	Financial Accounting Branch
FBWT	Fund Balance with Treasury
FBWT CS Accountant	Fund Balance with Treasury Civil Service Accountant
FMS	Financial Management Services
FY	Fiscal Year
GOALS II	Government On-Line Accounting Link System
GWA	Governmentwide Accounting
HHS	Health and Human Services
IPAC	Intra-Governmental Payment and Collection Systems
IPACRcdTot	Intra-Governmental Payment and Collection Received Total
IPACSentTot	Intra-Governmental Payment and Collection Sent Total
IPACVar	Intra-Governmental Payment and Collection Variance Report
JV	Journal Voucher
LOC	Letter of Credit
NASA	National Aeronautics and Space Administration
NATS	NASA Audit Tracking Systems
NSSC	NASA Shared Services Center
OCFC-DAB	Office of the Chief Financial Officer- Data Analysis Branch

OCFO	Office of the Chief Financial Officer
PCS	Permanent Change of Station
PMC	Periodic Monitoring Controls
RecType	Received Type
RFC	Regional Finance Center
SAP/IEMP	SAP/Integrated Enterprise Management Program
SOD	Statement of Difference
SODDep	Statement of Difference Deposits
SR	Service Request
TDO	Treasury Disbursing Offices
TDOPayTot	Treasury Disbursing Offices Pay Total
USSGL	U.S. Standard General Ledger

Appendix D

AGENCY LOCATION CODE (ALC) LISTING

Code	Name	Code	ALC
01	Agency wide	Agency	80-00-0087
10	NASA Headquarters	HQ	80-00-0001
21	Ames Research Center	ARC	80-00-1201
22	Glenn Research Center	GRC	80-00-0701
23	Langley Research Center	LaRC	80-00-0501
24	Dryden Flight Research Center	DFRC	80-00-0024
51	Goddard Space Flight Center	GSFC	80-00-0002
55	NASA Management Office at JPL	NMO	80-00-0055
62	George C. Marshall Space Flight Center	MSFC	80-00-4901
64	Stennis Space Center	SSC	80-00-0101
72	Johnson Space Center	JSC	80-00-0004
76	Kennedy Space Center	KSC	80-00-4904